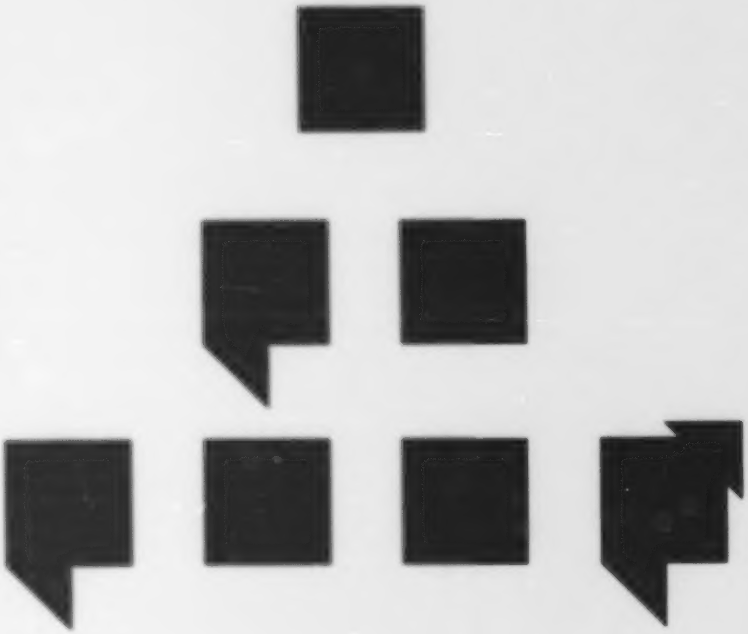
Government of Manitoba



# Access Guide
to
Government Records
and Information

1991

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92-00674/

# FOREWORD

# FOREWORD

Manitoba's Freedom of Information Act was proclaimed on September 30, 1988. This law requires that an Access Guide be published and updated at intervals of two years or less. The first edition was issued when the Act was proclaimed and reflected the organization of the Manitoba government at March 31, 1988. The second edition, Access Guide to Government Records and Information, describes the government's organization as of June 1, 1991. Some reorganization of the government is continuing through 1991 and records entries may not be wholly reflected in departmental organization charts in all instances.

The second edition of the Access Guide features several changes:

- Deletions and additions to departmental and agency organization
- Wider description of programs
- More complete coverage of records systems
- Improved index to subjects
- New 'Government Offices by Community' section

The Access Guide is available in most government offices and libraries throughout Manitoba.

All provincial departments, agencies and Crown corporations are subject to The Freedom of Information Act with the exceptions of the offices of the Provincial Auditor, the Chief Electoral Officer, and the Ombudsman. The Act does not apply to any rights of access, procedures for obtaining access, and restrictions on access contained within The Child and Family Services Act and regulations, The Securities Act, The Statistics Act, The Vital Statistics Act, and The Workers Compensation Act.

The Minister of Culture, Heritage and Citizenship has general responsibility to oversee the administration of the Act. The Legislature will commence review of the Act before September 30, 1991.

Suggestions for improvements to the Access Guide to Government Records and Information, and requests for further information on the Act, should be addressed to:

Government Records
Provincial Archives of Manitoba
2nd Floor, 255 Memorial Boulevard
Winnipeg, Manitoba
R3C 1T5

Telephone: (204) 945-6533
Fax: (204) 948-2008

# INTRODUCTION

## THE ACT

Manitoba's Freedom of Information Act provides Manitobans and others with the right to obtain information about themselves or other information of interest to them when informal requests to government cannot be satisfied. By sending a formal application for access to information to a department or Crown agency, an applicant can normally expect to be granted access to records within 30 days.

### HOW TO APPLY FOR INFORMATION

Obtain a copy of the Application for Access form. This form can be found at many government offices or, alternatively, the printed form at the back of this volume may be photocopied.

Complete the form in as much detail as possible to help the department or agency staff respond to the request. If records entries have been found in the Government Records Systems section of this Guide, provide the numbers in the boxes provided on the form.

To ensure that contact can be maintained between you and the government staff responding to your application, please provide sufficient identifying information. A daytime telephone number, where possible, can be very helpful. See the sample Application for Access form on the next page.

Sign and date the form. Send the top copy to the Access Coordinator listed for the department or agency most likely to be able to respond to the application.

### EXEMPTIONS TO ACCESS

If access to a record is denied by the department or agency to which you have applied, the following exemptions in the Act may be used as grounds for denial:

#### Mandatory exemptions

- Cabinet confidences;
- Records which, if disclosed, would constitute an unreasonable invasion of the privacy of a person other than the applicant or a government department (a 'third party');
- Records disclosing a trade secret of a third party, confidential financial, commercial, scientific or technical information supplied by a third party in confidence, or other information which, if disclosed, would damage a third party financially or competitively;

FORM FORMULE 1

# Application for Access
Under The Freedom of Information Act

# Demande de communication
présentée en vertu de la Loi sur la
liberté d'accès à l'information

Manitoba

Please type or write as clearly as possible. Make only ONE request on each form. Use the ACCESS GUIDE to help you identify the most probable location of the record or records. The Guide is available in most government offices and public libraries.

Taper ou écrire le plus lisiblement possible. Ne faire qu'UNE seule demande par formule. Utiliser le GUIDE D'ACCÈS À L'INFORMATION pour trouver l'emplacement le plus probable des documents. Le Guide peut être consulté dans la plupart des bureaux du gouvernement et des bibliothèque publiques.

For Departmental Use
Espace réservé au ministère

| |
|---|
| Received/Date de réception |
| No./N° |

What record or records do you wish to have access to?/Quels documents sont visés par la demande de communication?

I would like to know how many veterinary services districts received grants from the government in the years 1981 to 1983, and the amount of each grant. I would also like to know the terms of the government's agreements with the districts.

If you are able to identify in the ACCESS GUIDE the records which may bear the information you are looking for, please provide the GUIDE numbers in these boxes. Si les documents pouvant contenir les renseignements recherchés peuvent être identifiés dans LE GUIDE D'ACCÈS À L'INFORMATION, inscrire le numéro des documents dans les cases qui suivent.

| | | |
|---|---|---|
| 0008 | 0009 | |
| | | |

Please identify yourself
Identité du requérant

Daytime Telephone N°/N° de téléphone (jour): 333 - 3333

Name/Nom: O. Erickson

Address/Adresse: Clydesdale, Manitoba

Postal Code/Code postal: Rxy 000

I understand I may be asked to pay certain costs as prescribed by regulation before gaining access to the record or records described above./Je sais que certains frais prescrits par règlement peuvent m'être demandés avant la communication des documents désignés ci-dessus.

Signature/Signature: O. Erickson

Date/Date: 1 Oct. 1991

Please send or take this form to the department, government agency or Crown corporation most likely to have the records you wish to examine or copy. Where possible, submit the application to a departmental office designated in the Access Guide as an office that receives applications.

You may file a complaint with the Manitoba Ombudsman on the prescribed complaint form in the event that the government does not respond in a manner authorized by **The Freedom of Information Act** within 30 days of receipt of this application.

Envoyer ou remettre la présente formule au ministère, à l'organisme gouvernemental ou à la corporation de la Couronne le plus susceptible d'avoir les documents recherchés. Si possible, présenter la demande à un bureau ministériel inscrit dans le Guide d'accès à l'information comme étant un bureau pouvant recevoir des demandes.

Une plainte peut être déposée auprès de l'Ombudsman du Manitoba si le gouvernement ne donne pas suite à la présente demande, d'une manière autorisée par la **Loi sur la liberté d'accès à l'information**, dans les 30 jours de sa réception.

**Send Top Copy./Retournez la première copie. Retain other copy for your records./Conservez l'autre copie pour vos dossiers personnels.**

PS-A-191 9940101171

- Records obtained in confidence from another government, including the federal government, other provincial governments, municipal or regional governments, school divisions or school districts.

Discretionary exemptions

- Policy opinions, advice, recommendations; plans relating to the administration of a department; draft enactments;
- Records which could reasonably be expected to injure law enforcement or investigations, security of buildings or property, the conduct of legal proceedings or to violate solicitor-client privilege;
- Records disclosing a trade secret, innovate scientific or technical information of Manitoba, or other information which, if disclosed, would damage the economic and competitive position of Manitoba;
- Records relating to federal-provincial relations;
- Records relating to testing or auditing procedures;
- Records which will be published or made available to the public within 90 days;
- Records disclosing a report prepared, or an opinion expressed, about the applicant by a third party (including a government officer or employee) if the record was made prior to The Freedom of Information Act coming into force;
- Records where there are reasonable grounds to believe disclosure might result in physical or serious psychological harm to the applicant, to a third party where the record discloses information about the third party, or might result in physical harm to any other person.

**COST OF ACCESS**

Application: there is no charge for making an application under the Act.

Processing: if a department or agency anticipates that searching for and preparing records to fulfill an applicant's request will take longer than two hours, an Estimate of Costs form will be mailed to the applicant. This form will indicate excess time charges at the rate of $10.00 for each half hour or actual cost of computer-related time, where necessary. The applicant will be asked to return the form to the Access Coordinator of the department or agency concerned indicating approval to proceed or not. Payment should accompany the return form if the applicant wishes to proceed.

Photocopying: if an applicant wishes to receive photocopies of records, 20 or fewer copies will be provided free of charge. An applicant will be required to pay the whole amount when 21 or more copies are requested. The rate, as prescribed in the Access to Records Regulation [subsection 10(i)] is 15 cents a page. Rates for other types of duplication are also prescribed in Schedule B of the regulation.

## HOW TO COMPLAIN TO THE OMBUDSMAN

The Freedom of Information Act allows an applicant to complain to the Manitoba Ombudsman if:

- A response to an application has not been received within 30 days; or
- An applicant wants to challenge a department's or agency's notification of wish for extension beyond 30 days; or
- An applicant has been denied access to all or part of a record or records; or
- An applicant wishes to register a complaint about the adequacy or availability of the Access Guide.

In any of these instances, a Complaint Form may be obtained from the office of the Ombudsman or from a government office or may be photocopied from the printed form at the back of this volume.

The complaint should be sent to:

Manitoba Ombudsman
750 - 550 Portage Avenue
Winnipeg, Manitoba
R3C 3X1

Telephone: (204) 786-6483

The complaint should include sufficient detail to permit the Ombudsman to investigate the complaint. The authority for and process of the Ombudsman's investigation is described in sections 14 to 29 of The Freedom ofInformation Act.

## HOW TO APPEAL A DECISION

Where the Ombudsman is unable to resolve a complaint about access to a record or records, an applicant will receive written notice from the Ombudsman advising of the right of appeal to court for access.

The appeal may be made by filing an originating Notice of Motion at the Court of Queen's Bench within 30 days of receiving the Ombudsman's report of investigation. The powers of the court are described in sections 35 to 36 of The Freedom of Information Act.

The Court's decision is final and binding.

## THE GUIDE

The Manitoba Access Guide to Government Records and Information identifies and describes the organization and records systems of all departments, agencies and Crown corporations of the Government of Manitoba which are subject to The Freedom of Information Act. The Guide also indicates where records are held, how long they are kept, and what kinds of information they may contain.

The Guide consists of five components:

> **Government Records Systems**: is a summary of the purpose and function of each government entity and a description of records systems held by the department, agency or Crown corporation listed, along with an organizational chart. Departments, agencies and Crown corporations are arranged alphabetically into two listings. Ministerial responsibilities (or portfolios) that are not attached to a particular department are entered between the two listings.
>
> **Subject Index**: is an alphabetical arrangement to entries in the Government Records Systems section. The index provides subject and name access to many government programs, records systems, services, and statutes.

Government Offices by Community: is a listing of the addresses of all Manitoba government offices alphabetically by community.

Glossary of Terms and Titles: is an index of frequently used terms, phrases, and titles arranged alphabetically. They include descriptions of records common to most government offices, and some programs and services. Entries in the Glossary are to be found in the Government Records Systems section in bold face.

Statute, Regulations, and Forms: are copies of The Freedom of Information Act (F175), the 'Access to Records' Regulation (296/88), and blank copies of the three prescribed forms referred to in the Regulation. The three forms are the Application for Access form, the Estimate of Costs form, and the Complaint form.

## HOW TO USE THE GUIDE

1. Turn to the Subject Index (green pages) and determine whether there are references to the records and information being sought.

2. If references are found, use the numbers at the right margin of the index to look up the entry in the Government Records Systems section. If no references are found in the index, find the department or agency most likely to handle your request, check the records descriptions and get in touch with the department or agency in question. An address and telephone number is provided for each Access Coordinator.

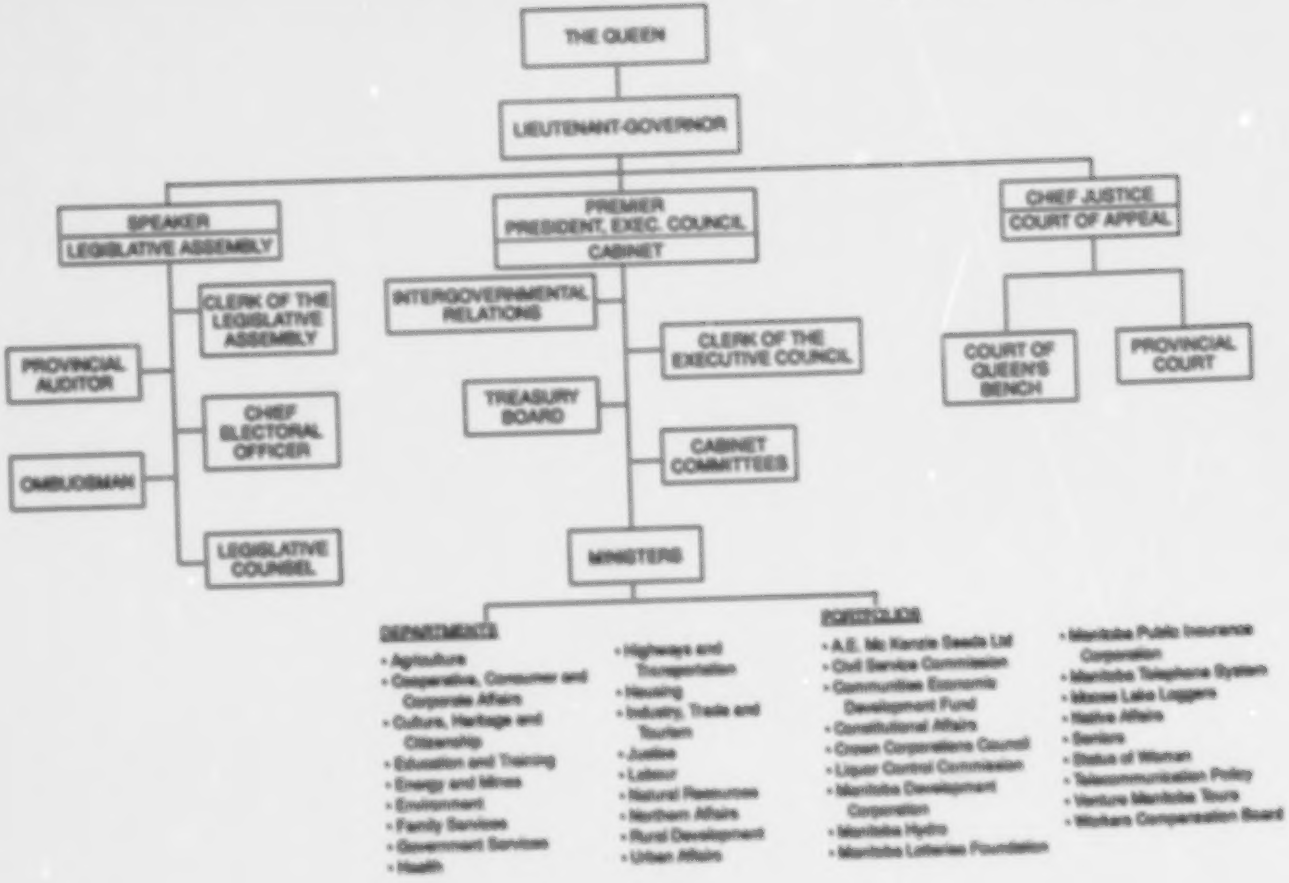
3. If you intend to make a formal application, use the number at the top of the page to locate the address of the department or agency which receives applications. For example, an application for access to records relating to Museums and Heritage Organizations (Entry 0933) would be sent to the address of the Access Coordinator for Manitoba Culture, Heritage and Citizenship as indicated in the page heading **Send Applications to Access Guide 0801**.

4. Notice that each records description is composed of a title, a short description of function and content, and a line that indicates how long the records series is kept. The last line indicates whether the records may have been destroyed or transferred to the vaults of the Provincial Archives, and provides the source of authority (e.g. N 0192) for such disposition.

5. Where a title is in bold face, it will be common to government operations and explained in the Glossary of Terms and Titles. Use this section to find explanations of program or record terms and titles.

6. Most departments and agencies have procedure manuals, file classifications, and indexes to records. They are listed under the heading 'Internal Indexes'. Most indexes and manuals may be requested for examination without application at any time, though some may be subject to this Act.

# GOVERNMENT OF MANITOBA


THE QUEEN
LIEUTENANT-GOVERNOR
SPEAKER
LEGISLATIVE ASSEMBLY
CLERK OF THE LEGISLATIVE ASSEMBLY
PROVINCIAL AUDITOR
CHIEF ELECTORAL OFFICER
OMBUDSMAN
LEGISLATIVE COUNSEL
PREMIER
PRESIDENT, EXEC. COUNCIL
CABINET
INTERGOVERNMENTAL RELATIONS
CLERK OF THE EXECUTIVE COUNCIL
TREASURY BOARD
CABINET COMMITTEES
MINISTERS
CHIEF JUSTICE
COURT OF APPEAL
COURT OF QUEEN'S BENCH
PROVINCIAL COURT
DEPARTMENTS
• Agriculture
• Cooperative, Consumer and Corporate Affairs
• Culture, Heritage and Citizenship
• Education and Training
• Energy and Mines
• Environment
• Family Services
• Government Services
• Health
• Highways and Transportation
• Housing
• Industry, Trade and Tourism
• Justice
• Labour
• Natural Resources
• Northern Affairs
• Rural Development
• Urban Affairs
PORTFOLIOS
• A.E. Mc Kenzie Seeds Ltd
• Civil Service Commission
• Communities Economic Development Fund
• Constitutional Affairs
• Crown Corporations Council
• Liquor Control Commission
• Manitoba Development Corporation
• Manitoba Hydro
• Manitoba Lotteries Foundation
• Manitoba Public Insurance Corporation
• Manitoba Telephone System
• Moose Lake Loggers
• Native Affairs
• Seniors
• Status of Women
• Telecommunication Policy
• Venture Manitoba Tours
• Workers Compensation Board

## THE GOVERNMENT OF MANITOBA

### Composition, Authority, and Organization

### Legislative Assembly

The legal foundation for all action taken by the Government of Manitoba is law passed in the Legislative Assembly. The Assembly is composed of elected members, including the Premier and Ministers of the Crown (the Cabinet or Executive Council). Its functions are: to enact, amend, and repeal legislation; to authorize the raising of revenue through taxation; to review annual estimates of government expenditure; to discuss government policy.

### Authority

Six laws directly affect the way the Manitoba government carries out its responsibilities:

The Executive Government Organization Act gives Cabinet the power to establish departments, determine or amend departmental duties and functions, organize responsibilities, and change departmental names.

The Civil Service Act gives the Deputy Minister of a department, subject to the Minister, the right to direct employees of the department in the conduct and performance of departmental programs.

The Financial Administration Act governs all financial and accounting policies of the government.

The Provincial Auditor's Act authorizes the Provincial Auditor to report annually to the Legislature on the manner of the government's expenditure of public monies.

The Freedom of Information Act requires the government to provide information at the request of citizens, subject to certain statutory exemptions.

The Ombudsman Act establishes an Ombudsman who will investigate, on behalf on any citizen, the appropriateness of a government decision, recommendation or matter of departmental administration.

### Courts

Other laws set up and empower Manitoba courts to ajudicate criminal and civil disputes. The courts system is administered by the Attorney General responsible for Manitoba Justice. Provincial Court judges are appointed by the Lieutenant-Governor and Executive Council. Judges in the Court of Appeal and in the Court of Queen's Bench are appointed by the Government of Canada.

## Executive

The constitutional head of state is the Queen represented by the Lieutenant-Governor of Manitoba, but the executive responsible for preparing policy and administering programs deriving from legislative authority is the Cabinet and its committees. Each Minister of the Crown is responsible for administering one or more departments or agencies of the government. In addition to departmental responsibilities, Cabinet ministers often have portfolio accountability to the Legislative Assembly for one or more provincial Crown corporations or agencies, such as the Liquor Control Commission, Manitoba Telephone System, or Seniors.

## Organization

Manitoba government departments, depending on size and function, are most frequently organized into divisions headed by an Assistant Deputy Minister or an Executive Director and into branches under the charge of a Director. Individual programs within branches are led by Managers and sub-units by Supervisors or Section Heads. Crown corporations and agencies are variously divided internally but normally have a Chief Executive Officer or Executive Director and a similar administrative structure.

## Records

Government programs provide a variety of public services and are supported by many different records systems containing information created by, gathered by or sent to the government. The Access Guide to Government Records and Information identifies and describes these records systems, and refers to many programs and services.

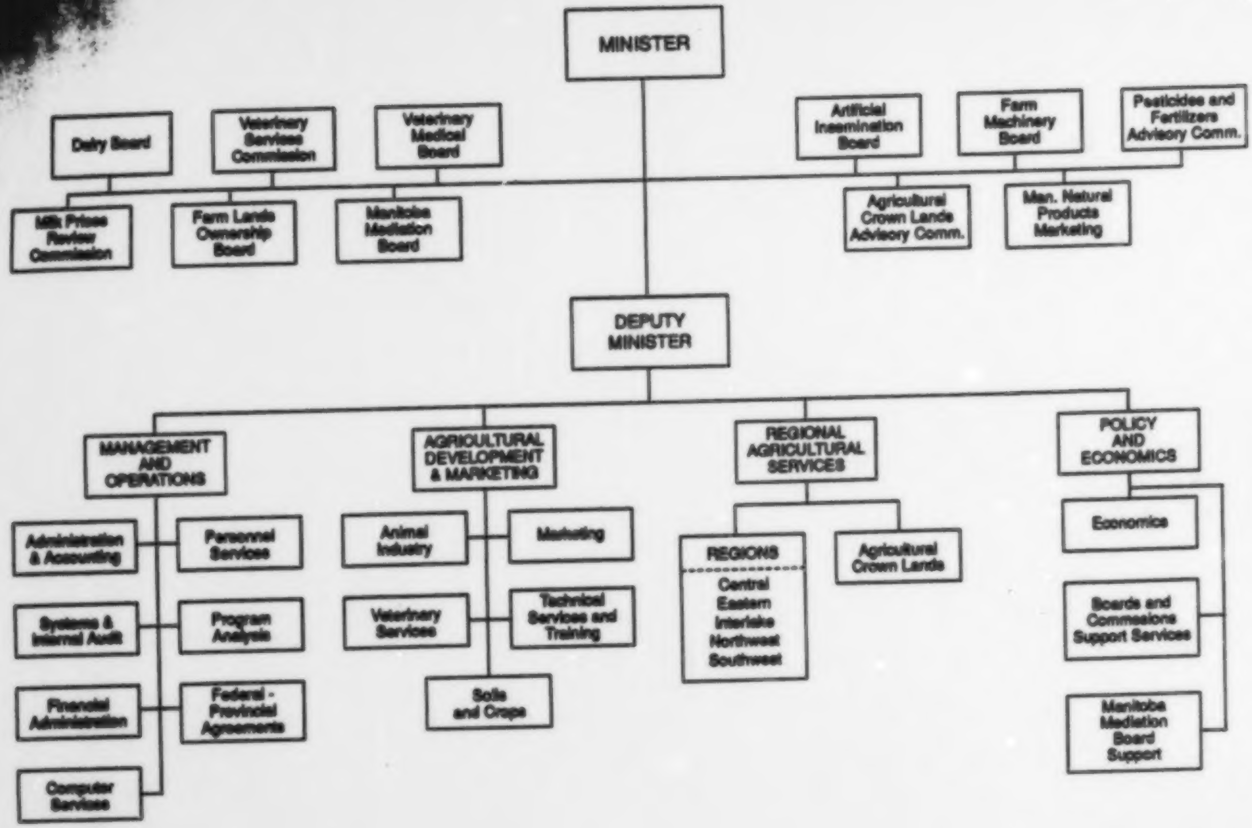
Records, irrespective of their medium, are not generally kept in their entirety for ever. Records keeping in the Government of Manitoba is subject to principles of records and information management, which encourage disposal of records and information that are no longer required for legal, financial, administrative, operational or cultural purposes. The Provincial Archives does retain records which are of enduring significance to the province even though operational need has passed.

Disposal of government records described in the Access Guide is authorized by the Provincial Documents Committee which advises the Minister responsible for The Legislative Library Act, Part II, Public Records and Archives, on retention and destruction of records. The number found in the disposal line under records entries in the Access Guide (for example, M 0192) refers to a Records Authority Schedule approved by the Minister. Part II of the Act forbids unauthorized destruction or removal of government records from the ownership and control of the Government of Manitoba.

GOVERNMENT
RECORDS SYSTEMS

# DEPARTMENTS

# AGRICULTURE


MINISTER
Dairy Board
Veterinary Services Commission
Veterinary Medical Board
Artificial Insemination Board
Farm Machinery Board
Pesticides and Fertilizers Advisory Comm.
Milk Prices Review Commission
Farm Lands Ownership Board
Manitoba Mediation Board
Agricultural Crown Lands Advisory Comm.
Man. Natural Products Marketing
DEPUTY MINISTER
MANAGEMENT AND OPERATIONS
Administration & Accounting
Personnel Services
Systems & Internal Audit
Program Analysis
Financial Administration
Federal - Provincial Agreements
Computer Services
AGRICULTURAL DEVELOPMENT & MARKETING
Animal Industry
Marketing
Veterinary Services
Technical Services and Training
Soils and Crops
REGIONAL AGRICULTURAL SERVICES
REGIONS
Central
Eastern
Interlake
Northwest
Southwest
Agricultural Crown Lands
POLICY AND ECONOMICS
Economics
Boards and Commissions Support Services
Manitoba Mediation Board Support

## MANITOBA AGRICULTURE

0001 Manitoba Agriculture was first established in 1871 when the new Province of Manitoba recognized two vital concerns of its citizens and created a Department of Public Works and Agriculture. Over the next century its name was altered on occasion to reflect other responsibilities such as statistics, immigration, health and conservation but since 1967 it has remained the Department of Agriculture.

The Department is organized into four divisions each reporting directly to the Deputy Minister: Management and Operations; Agricultural Development and Marketing; Regional Agricultural Services; and Policy and Economics.

0002 Applications for access to the records of Manitoba Agriculture may be sent to the Access Coordinator:

Freedom of Information
Access Coordinator
Program Analysis
Manitoba Agriculture
809 - 401 York Avenue
Winnipeg
R3C 0P8
Ph: 945-3979

Arrangements for examining records and for obtaining photocopies may be made through the Access Coordinator.

All government offices are listed by community at the end of the Access Guide green pages.

0003 The Access Officers for Manitoba Agriculture are:

Assistant Deputy Minister
Management and Operations
Manitoba Agriculture
8th floor, 405 Broadway
Winnipeg
R3L 3L6

Assistant Deputy Minister
Agricultural Development and Marketing
Manitoba Agriculture
8th floor, 405 Broadway
Winnipeg
R3L 3L6

Assistant Deputy Minister
Policy and Economics
Manitoba Agriculture
8th floor, 405 Broadway
Winnipeg
R3L 3L6

MANITOBA AGRICULTURE

MINISTER'S OFFICE

Records

0004 **Minister - Office Files**
Transferred to Archives after 5 years under AG 0002A.

0005 **Minister - Appointment Books**
Transferred to Archives after 1 year under AG 0003.

MINISTERIAL RESPONSIBILITIES

0006 DAIRY BOARD

The Dairy Board makes recommendations regarding the operations of dairy manufacturing plants.

0007 VETERINARY SERVICES COMMISSION

The Veterinary Services Commission oversees the administration of Veterinary Services Districts.

Records

0008 **Veterinary Services Districts Files**
Establishment and administration of districts including agreement establishing Veterinary Services District, agreement between District Board and veterinarian, municipal by-law, caseload reports.
Transferred to Archives after 10 years under AG 0046.

0009 **Veterinary Services Districts Capital and Operating Grants Files**
Purpose of grants, dates and amounts of requisitions, date of payment, correspondence.
Destroyed after 7 years under AG 0045.

0010 VETERINARY MEDICAL BOARD

The Veterinary Medical Board licenses qualified veterinarians for practice in Manitoba.

0011 ARTIFICIAL INSEMINATION ADVISORY BOARD

The Artificial Insemination Advisory Board advises on the maximum utilization of artificial insemination to improve Manitoba livestock.

MANITOBA AGRICULTURE

0012 FARM MACHINERY BOARD

The Farm Machinery Board was established under the authority of the The Farm Machinery and Equipment Act to license farm machinery dealers and to insure that they are bonded. Lenders financing farm machinery must apply to the Board for leave to repossess. The Board also assists farmers in obtaining parts for equipment in emergency situations and follows up complaints from farmers concerning equipment operation. The Boards and Commissions Support Services Branch provides administrative support to the Farm Machinery Board.

Records

0013 Meetings Files
Agenda, briefs, submissions.
Transferred to Archives after 15 years under AG 0303.

0014 Farm Machinery Board - Minutes
Transferred to Archives after 15 years under AG 0302.

0015 Executive Correspondence
Board correspondence with the Minister, Deputy Minister, Assistant Deputy Minister and the Director.
Destroyed after 5 years, subject to archival selection, under AG 0312.

0016 Dealers Licensing Files
Dealership inspection forms, licence applications, dealer bond requirements appraisal forms, dealer licences.
Destroyed 10 years after dealership ceases operations under AG 0304A.

0017 Vendor Files
Licence applications, copies of licences, penal bonds, bond riders.
Destroyed 10 years after vendor ceases operations under AG 0305A.

0018 Vendors' Retailer Lists
List of all retailers of farm equipment and or repair parts in Manitoba.
Transferred to Archives 2 years after list is updated under AG 0306.

0019 Vendor Price Lists
Prices of farm machinery and repair parts.
Destroyed after 4 years under AG 0307.

0020 Manufacturers' Correspondence
Complaints, correspondence regarding servicing, supplies of regular parts, warranties, amendments to The Farm Machinery and Equipment Act.
Destroyed after 7 years under AG 0308.

0021 Franchise Correspondence
Manufacturers' annual reports, copies of letters to dealers and newspaper clippings.
Destroyed after 7 years under AG 0309.

## MANITOBA AGRICULTURE

0022 Complaint Call Sheets
Complaints received and handled informally by the Board. May concern dealers, parts availability, services and warranties.
Destroyed after 7 years, **subject to archival selection**, under AG 0310.

0023 Bond Claim Files
Violations of The Farm Machinery and Equipment Act not rectified by either the dealer or vendor, resulting in the issuance of bond claim, often owing to bankruptcy.
Destroyed 7 years after settlement of claim under AG 0311.

0024 Farm Machinery Files
Advertising, legislation, credit information, sales statistics, farm machinery matters in other provinces.
Transferred to Archives after 3 years once outdated under AG 0313.

0025 The Farm Machinery and Equipment Act Background of, and amendments to, The Farm Machinery and Equipment Act and its regulations.
Transferred to Archives after 3 years once outdated under AG 0314.

0026 Dealers and Vendors Licensing Files
Licence number, name of dealer, vendor location, receipt number.
Destroyed after 5 years under AG 0316.

0027 Dealer Card Files
Name, address of manufacturer or supplier represented, receipt of penal bond, licence number and date of issue, receipt number, inspection record.
Destroyed 7 years after card is filled or dealer ceases operation under AG 0317.

0028 Vendor Card Files
Name, address of vendor, receipt of penal bond, licence number and date of issue, receipt number, manufacturer or supplier represented.
Destroyed 7 years after vendor ceases operation under AG 0318.

0029 Interprovincial Meeting Files
Minutes of meetings of the farm machinery authorities of Manitoba, Saskatchewan and Alberta.
Transferred to Archives after 10 years under AG 0319.

0030 Fund Premiums Received
Dealers and vendors bonded under The Farm Machinery and Equipment Act including fund and premiums paid.
Destroyed after 7 years under AG 0320.

0031 Complaints Files
Formal complaints handled by the Board. Includes report summaries, synopses, extracts of minutes, copies of contracts. Complaints may concern dealers, parts availability, services and warranties.
Destroyed after 7 years under AG 0321.

MANITOBA AGRICULTURE

0032 Repossession Files
Installment lien notes, applications for leave to repossess, notices of repossession by lienholders, report summaries and copies of sales contracts. Statement of lienholder, correspondence with debtors and lienholders advising them of the Board's decision.
Destroyed after 7 years under AG 0322.

0033 **Employee Files**
Destroyed 2 years after closure, subject to archival selection, of Board member files under AG 0315.

## 0034 PESTICIDES AND FERTILIZER ADVISORY BOARD

The Pesticides and Fertilizer Advisory Board recommends licencing requirements of pesticide and fertilizer dealers as well as pesticide applicators. The Board also reviews licences of specific dealers where problems arise.

## 0035 MILK PRICES REVIEW COMMISSION

The Milk Prices Review Commission was established in 1980 under The Milk Prices Review Act. It monitors and maintains a producer's cost-of-production formula for the pricing of fluid milk, sets the price of fluid milk to producers, and establishes maximum processor level milk prices. The Commission also monitors milk prices at retail, wholesale and producer levels, both locally and nationally and sets and monitors a maximum retail price for fluid milk. The Boards and Commissions Support Services Branch provides administrative support to the Milk Prices Review Commission.

### Records

0036 Milk Prices Review Commission - Office Files
Transferred to Archives after 7 years under AG 0235.

0037 Financial Statement Files
Milk producers financial statements, annual reports and balance sheets, lists of quotas, schedules of producers' returns.
Destroyed after 20 years under AG 0236.

0038 Public Hearings Tapes
Verbatim tapes of Commission hearings.
Transferred to Archives after 3 years under AG 0237.

0039 Milk Price Survey Files
Milk price survey sheets (quarterly and monthly).
Transferred to Archives after 5 years under AG 0234.

0040 Milk Control Board - Public Hearings Files, 1964-1974
Summaries of public hearing decisions, copies of Milk Control Board submissions and briefs, transcripts of proceedings and reports. The Milk Control Board was the predecessor of the Milk Prices Review Commission.
Destroy, subject to archival selection, under AG 0262.

## MANITOBA AGRICULTURE

### 0041 FARM LANDS OWNERSHIP BOARD

The Farm Lands Ownership Board administers The Farm Lands Ownership Act which aims to preserve farm land resources for future use. It compiles records of agricultural land sales, analyzes trends and hears applications for exemption from regulations established under the Act. The Boards and Commissions Support Services Board provides administrative support to the Farm Lands Ownership Board.

Records

0042 Farm Lands Ownership Board - Office Files
Transferred to Archives after 5 years under AG 0175.

0043 Farm Lands Ownership Board - Minutes
Transferred to Archives after 10 years under AG 0233.

0044 Investigations Files
Investigations, applications and complaints regarding eligibility to purchase land under The Farm Lands Ownership Act. Includes correspondence with purchasers, realtors and law firms.
Destroyed after 3 years under AG 0176.

0045 Statutory Declarations
Personal and corporate declarations of name, address and residence of claimants, legal description, acreage, and value of the land, buildings, and property improvements.
Destroyed after 4 years under AG 0177.

0046 Agricultural Land Sales - Computer System
Monitoring record of agricultural land sales trends on a municipal and regional basis.
Destroyed once verified (input); transferred to Archives (output) after 2 to 20 years under AG 0178.

0047 Assessment Roll Listings
Owners of farm lands in Manitoba.
Destroyed after 2 years under AG 0179.

0048 Investigations
Investigative summaries of suspected violations of The Farm Lands Ownership Board Act including: type of activity (investigation, complaint), name of individuals and law firms involved.
Destroyed 3 years after closure under AG 0180.

### 0049 MANITOBA MEDIATION BOARD

The Manitoba Mediation Board is authorized under The Family Farm Protection Act to review impending foreclosures of farm land and to recommend alternative solutions. Voluntary farmer or peer advisory panels are called on for recommendations regarding farmers in financial crisis. Funds are made available on the recommendation of the Board through Manitoba Agricultural Credit Corporation to relieve the debt burden of qualifying producers.

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### 0050 AGRICULTURAL CROWN LANDS ADVISORY COMMISSION

The Agricultural Crown Lands Advisory Commission hears appeals by applicants who have made unsuccessful applications for parcels of Crown land. The Commission may, from time to time, reverse decisions made by the administration of Agricultural Crown Lands. The Commission also provides advice to the Minister regarding agricultural Crown lands policy.

Records

0051 Agricultural Crown Lands Advisory Commission Records
Discussions and deliberations regarding the allocation of Crown lands on a long - term basis, appeals of lease cancellations and of unit transfer requests denied by the branch. Unit transfer is a transfer of an agricultural lease to an eligible producer who purchases all or a portion of a lease holder's privately held farm operation.
Destroyed after 7 years with the exception of the minutes which are transferred to the Archives under AG 0420.

### 0052 NATURAL PRODUCTS MARKETING COUNCIL

The Marketing Council supervises 8 producer boards and commissions under *The Natural Products Marketing Act*. They are: the Manitoba Beef Commission, the Manitoba Chicken Broiler Producers' Marketing Board, Manitoba Egg Producers' Marketing Board, Manitoba Hog Producers' Marketing Board, Manitoba Honey Marketing Board, Manitoba Milk Producers' Marketing Board, Manitoba Vegetable Producers Marketing Board, and the Manitoba Turkey Producers' Marketing Board. The Council also hears appeals of board and commission decisions and approves the methods by which a producer marketing board or commission provides or sells marketing quotas to producers (quota handling methods). Administrative support is supplied to the Council by the Policy and Economics Division. The Boards and Commissions Support Services Branch provides administrative support to the Natural Products Marketing Council.

The records of the above mentioned producer-marketing boards and commissions, with the exception of the Manitoba Broiler Hatching Egg Commission, are not subject to the requirements of *The Freedom of Information Act*.

Records

0053 Marketing Council - Office Files
Destroyed after 5 years with the exception of prices reports which are destroyed after 2 years, subject to archival selection, under AG 0371 and AG 0372.

0054 Marketing Council - Minutes
Transferred to Archives after 10 years under AG 0369.

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0055 Board and Commission Files
Supervision of the producer boards and commissions including: minutes, appeals, correspondence, reports, financial statements, quota transfers, extensions of power, agreements and price bulletins.
Destroyed after 5 years, subject to archival selection, under AG 0399A.

0056 Enforcement Files
Investigation of alleged violations of *The Natural Products Marketing Act* by the producer boards and commissions including inspectors' reports, transcripts of hearings and evidence.
Transferred to Archives after 5 years under AG 0400.

0057 Other Provinces Files
Marketing legislation in other provinces.
Destroyed after 10 years under AG 0398.

### DEPUTY MINISTER

Records

0058 Deputy Minister - Office Files
Transferred to Archives after 6 years under AG 0004.

### 0059 MANAGEMENT AND OPERATIONS

Management and Operations includes Administrative and Accounting Services, Financial Administration, Computer Services, Personnel Services, Program Analysis and Federal-Provincial Coordination.

Records

0060 Assistant Deputy Minister - Office Files
Destroyed after 6 years under AG 0005.

### 0061 MANAGEMENT AND OPERATIONS
Administrative and Accounting Services

Administrative and Accounting Services provides administrative and financial support services to the Department including: account payment, collection of revenue and fees, design and implementation of administrative and financial systems/procedures. The branch also coordinates space, office equipment and furniture requirements and administers fleet vehicles. It provides Treasury Board submissions and contracts for related agencies.

Records

0062 Beef Commission - General Manager - Office Files
Transferred to Archives after 5 years under AG 0383.

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0063 Beef Commission - Minutes
Transferred to Archives after 15 years under AG 0386.

0064 Producer Files
Agreements with producers enrolled in the Beef Stabilization and Marketing Plan.
Destroyed 7 years after closure under AG 0388.

0065 Beef Commission - Monthly Operations Reports
Market reports and beef industry statistics.
Transferred to Archives after 5 years under AG 0387.

0066 Current Marketing Files - Finished Cattle
Marketing of all finished cattle by producers enrolled in the Beef Stabilization and Marketing Plan. Vouchers, cheque and invoice details, beef, marketing statements, as well as direct sales records, bills of lading, rail-grade livestock payments, marketing slips, weigh slips, billings sheets, carcass grading certificates, certificates of condemnation.
Destroyed after 7 years under AG 0389.

0067 Current Marketing Files - Unfinished Cattle
Marketing of unfinished cattle by producers enrolled in the Beef Stabilization and Marketing Plan. Vouchers, cheque and invoice details, marketing statements, as well as auction mart statements, weigh slips, assembly registers, bills of lading.
Destroyed after 7 years under AG 0390.

0068 Beef Commission - Daily Bid Records
Daily bid sheets including load number, name of producer, number of cattle in load, live weight of cattle, categories and bids placed and tape recordings of buyers, telephone calls.
Destroyed after 3 years under AG 0393.

0069 Beef Commission - Producer Accounts
Dates of sales, classifications of animals sold, total year-to-date sales figures, percentage of herds sold, deficiency payments and premiums paid.
Destroyed after 7 years under AG 0395.

0070 Beef Commission - Ear Tag Dispositions
Name of producer, contract number, number of tags, insertion tools.
Destroyed after 2 years under AG 0396.

0071 Beef Commission - Invoices - Accounts Receivable (Contract Holders, Packers, Auctions)
Destroyed after 7 years under AG 0397.

0072 Beef Commission - Sales - Computer System
All cattle sales through the Beef Commission including sales registers, pool reports, voucher reports.
Transferred to Archives after 7 years with the exception of edit/error listings which are destroyed after 1 year under AG 0394.

Send Applications to Access Guide 0002

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0073 Beef Commission - Direct Sales Records (copies)
Producers and buyers, weights and value of cattle sold and payments made.
Destroyed after 2 years under AG 0392.

0074 Beef Commission - Cancelled Cheques and Bank Statements
Destroyed after 7 years under AG 00391.

0075 Communications - Audio-Visual Files
Scripts, working notes for branch productions including: "Country Comment", "Consumer Update", television programs such as "Agrinews" and "Farmscene".
Destroyed after 2 years, subject to archival selection, under AG 0247 and AG 0250.

0076 Communications - "Agronomics" Files
Scripts and schedules for daily television programs designed to interpret agricultural industry to urban viewers.
Destroyed after 6 years, subject to archival selection, under AG 0243.

0077 Communications - "Country Comment" Radio Tapes
Tapes of "Country Comment ", a radio program regarding technical agriculture and broadcasted daily on 10 rural stations.
Destroyed after 1 year, subject to archival selection, under AG 0264.

0078 Communications - "Consumer Update", "Consumer Comment" Radio Tapes
Tapes of consumer advice radio programs broadcasted daily on 10 rural stations.
Destroyed after 1 year, subject to archival selection, under AG 0265.

0079 Communications - Radio Tapes and Sound Track Originals
Destroyed after 1 year once outdated, subject to archival selection, under AG 0263.

0080 Communications - 16mm Films
Film footage used as components of television programs regarding various agricultural topics, for example, livestock management, machinery selection, zero tillage.
Transferred to Archives under AG 0268.

0081 Communications - Videotapes
Video tapes of various agricultural subjects.
Destroyed once outdated, subject to archival selection, under AG 0261.

0082 Communications - Slide and Tape Sets
Slide and tape sets regarding agricultural topics, for example: farm safety, livestock feed testing, and pasture management.
Destroyed after 5 years, subject to archival selection, under AG 0267.

0083 Communications - Cassettes
Original recordings for slide and tape productions.
Destroyed after 1 year, subject to archival selection, under AG 0266.

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0084 Communications - Slide Files
35mm slide collection regarding agricultural subjects and rural Manitoba.
Destroyed after 1 year, subject to archival selection, under AG 0218.

0085 Communications - Print Files
Photographs used in departmental publications and advertisements.
Destroyed after 1 year, subject to archival selection, under AG 0269.

0086 Communications - Interlake Region Negatives
Negatives of Interlake region views illustrating soil conservation, parkland development and community development.
Destroyed after 1 year once outdated, subject to archival selection, under AG 0301.

0087 Communications - Completed Project Files
Drafts, working copies for publications including art work, graphics, printing requisitions, completed publications.
Destroyed after 3 years under AG 0241.

0088 Communications - Media Campaign Files
Material used in major media campaigns for the Department including Manitoba Hog Days, weed fairs, Home Study Courses and soil testing.
Destroyed after 4 years under AG 0249.

0089 Communications - Print Media Files
Invoices, reports and samples associated with departmental publications.
Destroyed after 4 years under AG 0240.

0090 Communications - Press Release Files
All press releases issued by the Department.
Destroyed after 2 years under AG 0244.

0091 Communications - Biography Files
Biographical information regarding selected staff of the Department.
Destroyed after 1 year under AG 0245.

0092 Communications - Home Study Course Files
Development material for Home Study courses.
Destroyed after 4 years, subject to archival selection, under AG 0242.

0093 Communications - Office Files
Destroyed after 5 years, subject to archival selection, under AG 0238.

0094 Communications - Director's Reference Files
Administrative records, including equipment inventory lists, audio-visual use analyses and personnel files.
Destroyed after 5 years, subject to archival selection, under AG 0239.

0095 Communications - Attendance Records
Destroyed after 2 years under AG 0248.

0096 Publications Distribution - Agriculture Publications Originals
Original scripts for films and slide sets, and texts of publications.
Destroyed after 3 years under AG 0258.

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0097 Publications Distribution - 4-H Publications - Originals
Working and draft copies of 4-H publications including art work and graphics.
Destroyed after 3 years under AG 0259.

0098 Publications Distribution - Videotaped Programs
Videotapes of completed television programs.
Destroyed after 2 years, subject to archival selection, under AG 0260.

0099 Publications Distribution - Visual Aid Loan Files
Names, addresses of film and slide set borrowers. Titles of items and due dates.
Destroyed after 1 year under AG 0257.

0100 Publications Distribution - Publications and Slide Set Reservation Card Indices
Dates reservations made for films, and by whom; date publications received from printer.
Destroyed after 1 year once card is filled under AG 0255.

0101 Publications Distribution - Publications Inventory
Inventory of all branch publications.
Destroyed after 1 year under AG 0252.

0102 Publications Distribution - Distribution Files
Distribution of publications and the loan of slides and films.
Destroyed after 3 years under AG 0251.

0103 Publications Distribution - Receipt and Stock Card Files
Invoices and bills of lading, receipts for publications received for sale by regional offices, stock cards listing publications on hand.
Destroyed after 4 years under AG 0256.

0104 Publications Distribution - Supplies Request Record
Date, quantity of, supplies requested or delivered.
Destroyed after 1 year once volume is filled under AG 0254.

0105 Publications Distribution - Requisitions
Destroyed after 4 years under AG 0253.

NUMBERS 0106 AND 0107 NOT USED

0108 Director - Office Files
Destroyed after 5 years under AG 0296.

0109 Administrative Officer - Office Files
Destroyed after 5 years under AG 0298.

0110 Revenue Ledger
Transferred to Archives after 7 years under AG 0381.

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0111 **Revenue - Computer System**
Receipts distribution and revenue (input), and accounts receivable journals (output).
Destroyed after 7 years (input); transferred to Archives after 7 years (output) under AG 0382.

0112 **General Ledger - Revenue Detail Report**
Destroyed after 4 years under AG 0380.

0113 **Revenue and Trust Account Files**
Remittance orders, receipts, purchase orders, invoices, Voucher Accounting System A.
Destroyed after 7 years under AG 0379.

0114 **Accounts Program - Office Files**
Destroyed after 3 years under AG 0364.

0115 **Invoices - Accounts Receivable**
Destroyed after 7 years under AG 0375.

0116 **Receipts**
Destroyed after 7 years (official copies); destroyed after 4 years (branch copies) under AG 0373 and AG 0374 respectively.

0117 **Voucher Accounting System - A to F**
Destroyed after 4 years under AG 0001.

0118 **Voucher Accounting System - J, U, T**
Destroyed after 1 year under AG 0007, AG 0366 and AG 0367.

0119 **Voucher Accounting System - R**
Destroyed once superseded with the exception of the year-end report which is destroyed after 10 years under AG 0368.

0120 **Purchase Orders**
Destroyed after 4 years under AG 0370.

0121 **Requisitions**
Destroyed after 7 years under AG 0353.

0122 **Accountable Advance Records**
Destroyed after 1 year (requests); destroyed 4 years after employee leaves service (ledgers) under AG 0354 and AG 0355 respectively.

0123 **Out-of-Province Travel Approvals**
Destroyed after 2 years under AG 0356.

0124 **Space and Furnishing Files**
Requests for Service, requisitions
Destroyed after 4 years under AG 0297.

0125 **Government Vehicles - Office Files**
Destroyed after 2 years under AG 0362.

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0126 Government Vehicles - Vehicle Control Records
Destroyed from a minimum of 1 year to a maximum of 4 years under AG 0357 to AG 0363.

0127 Government Vehicles - Mileage Files
Vehicle mileage incurred by staff.
Destroyed after 2 years under AG 0358.

0128 Government Vehicles - Interdepartmental Transaction Files
Expenditure records regarding departmental vehicles.
Destroyed after 4 years under AG 0359.

0129 Government Vehicles - Services Transaction Files
Destroyed after 2 years under AG 0360.

0130 Government Vehicles - Reports
Includes accident reports, annual reports, policy directives, taxable benefit reports, budgets, parking lists, year-end reports and listing of departmental authorized drivers.
Destroyed after 2 years under AG 0361.

0131 Manitoba Beef Producers Income Assurance Plan, 1975-1982 - Office Files
Transfer to Archives in 1988 under AG 0377.

0132 Agro-Man Agreement Contracts Files, 1979-1986
Contracts with organizations signed under the Agro-Man Agreement including project progress reports, Treasury Board approvals, cost summaries, quarterly summaries, financial statements on terminated contracts.
Destroyed after 7 years under AG 0299.

0133 Hay Incentive Program Files, 1980-1981
Recapitulations for incentive payments, registration forms, field inspection reports, yield inspection reports.
Destroy in 1994, subject to archival selection, under AG 0376.

0134 MANAGEMENT AND OPERATIONS
Systems and Internal Audit

Systems and Internal Audit plans and implements reviews of existing and proposed financial and procedural program systems of the Department and related agencies. The office also makes policy recommendations regarding efficient and effective program delivery.

Records

0135 Reference Files
Organizational and expenditure information regarding the Department.
Destroyed 10 years after program terminated under AG 0207.

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0136 Audit Files
Annual cash reports and outlines of audit programs by branch and section, claimant listings under agricultural compensation projects. Also includes annual reports outline, accounts receivable management policy, executive committee minutes and budgets, Orders in Council, Treasury Board minutes.
Destroyed after 7 years under AG 0208.

0137 MANAGEMENT AND OPERATIONS
Financial Administration

Financial Administration supports the Department in the preparation of the annual estimates, the financial component of the sessional notes for the legislative review, quarterly cash flows of expenditures and revenue and supplementary estimates.

Records

0138 Financial Administration - Office Files
Destroyed after 4 years under AG 0209.

0139 Sessional Notebooks
Transferred to Archives after 3 years under AG 0215.

0140 Program Files
Departmental program and policy descriptions.
Destroyed after 4 years under AG 0210.

0141 Brandon Agricultural Extension Centre - Financial Administration Files
Invoices, purchase orders, requisitions, price lists, accounts receivable, meal sales and counts.
Destroyed after 4 years under AG 0417.

0142 Comparative Statements of Expenditure
List of expenditures by subject on a monthly basis.
Destroyed after 5 years under AG 0212.

0143 Revised Estimates and Cash Flow Files
Destroyed after 3 years under AG 0214.

0144 Budget Ledger System - Computer System
Summaries of all budget requests submitted by branches of the Department.
Destroyed after 4 years under AG 0216.

0145 Budget Distribution Master Files
Departmental accounting codes.
Destroyed after 1 year under AG 0219.

0146 Detailed General Ledger
Destroyed after 4 years under AG 0220.

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0147 Initial Budget Presentation Records
Departmental estimates submission to Treasury Board.
Destroyed after 4 years under AG 0221.

0148 Estimates
Destroyed after 4 years under AG 0222.

0149 MANAGEMENT AND OPERATIONS
Computer Services

Computer Services is responsible for the development, enhancement and maintenance of computer management systems in the Department and its related agencies and corporations.

Records

0150 Computer Program Listings
Program logic and alterations.
Destroyed after 2 years under AG 0187.

0151 Manitoba Data Services - Invoices
Destroyed after 7 years under AG 0188.

0152 MANAGEMENT AND OPERATIONS
Personnel Services

Personnel Services is responsible for the planning, development, implementation and administration of the personnel program for the Department. The program includes: recruitment and selection, wage and salary administration, staff training and development, employee relations, personnel records and payrolls.

Records

0153 Payroll - Office Files
Destroyed after 7 years under AG 0168.

0154 Payroll Worksheets
Destroyed after 7 years under AG 0161.

0155 Payroll Registers
Destroyed after 7 years under AG 0162.

0156 Payroll System - Earnings By Establishment
Destroyed after 2 years under AG 0163.

0157 Timesheets - Non-Permanent Staff
Destroyed after 10 years under AG 0165.

0158 Group Life Insurance
Destroyed after 1 year under AG 0160.

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0159 **Revenue Canada TD1 Forms**
Destroyed after 7 years under AG 0164.

0160 Personnel - **Office Files**
Destroyed after 7 years under AG 0174.

0161 **Positions Files**
Destroyed after 4 years under AG 0155.

0162 **Competition Files**
Destroyed after 5 years under AG 0157.

0163 **Employee Files**
Transferred to Archives after 7 years under AG 0158.

0164 **Employee Files** - Non-Permanent Staff
Record of services and payment for non-permanent staff.
Destroyed after 7 years under AG 0166.

0165 **Employee Files** - Students
Destroyed after 5 years under AG 0159.

0166 Development and Training Records
Destroyed (Office and Course Files) after 4 years under AG 0172 and AG 0169; destroyed (cards) once filled or terminated under AG 0171.

0167 Employee History Cards, 1910-1970
Summaries of staff employment histories.
Transfer to Archives under AG 0167.

0168 MANAGEMENT AND OPERATIONS
Program Analysis

Program Analysis assists the Department in evaluating the effectiveness of its programs and provides program input in the development of budget estimates and sessional material for the House. It also supplies management with specific reviews and recommendations and provides support to the Federal-Provincial Coordinator.

Records

0169 Program Analysis - **Office Files**
Transferred to Archives after 5 years under AG 0182.

0170 Manitoba Agricultural Services Coordinating Committee Files
Annual review of research and services to Manitoba's agricultural industry.
Transferred to Archives after 5 years under AG 0184.

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0171 **MANAGEMENT AND OPERATIONS**
Federal-Provincial Agreements

Federal-Provincial Agreements coordinates and assists in the development and approval of projects under the Federal Provincial **Agri-Food** and **Soil Conservation** agreements. The office also provides contract coordination, summary descriptions and coordinates communication efforts regarding the Agreement.

Records

0172 **Agro-Man** Files, 1979-1986
Analysis of **Agro-Man** program with reference to specific projects.
Transfer to Archives after 5 years under AG 0183.

0173 **ARDA** Files, 1970-1979
Analysis of **ARDA** program in Manitoba with reference to specific projects.
Transfer to Archives under AG 0185.

0174 **FRED** Files, 1967-1977
Analysis of **FRED** program in Manitoba with reference to specific projects.
Transfer to Archives under AG 0186.

0175 AGRICULTURAL DEVELOPMENT AND MARKETING

Agricultural Development and Marketing Division includes: Animal Industry, Veterinary Services, Soils and Crops, Technical Services and Training, and Marketing.

Records

0176 Assistant Deputy Minister - **Office Files**
Transferred to Archives after 8 years under AG 0008.

0177 1980 Drought Files, 1980-1981
Response to 1980 drought including reports related to rain, feed program, alternative feed supplies, sources for hay, irrigation and dug-out filling, minutes and reports of Drought Committee.
Transfer to Archives under AG 0009.

0178 **Agro-Man** Files, 1979-1987
Agreement inplementation including project proposals, evaluations, and contracts.
Transferred to Archives after 5 years under AG 0011.

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0179 AGRICULTURAL DEVELOPMENT AND MARKETING
Animal Industry

Animal Industry provides technical and specialized services and information to farmers and regional extension staff regarding beef, dairy, swine, sheep and poultry. This includes such programs as **Record of Performance** for various livestock, **Progeny Proving** of tested bulls, brand registration, extension education through fact sheets and brochures and coordination of **Dairy Herd Improvement Associations**. The branch operates a dairy laboratory for microbiology, milk composition and chemical testing and inspects Manitoba's dairy plants and depots. Hatcheries and hatchery supply flocks are also inspected for disease by the branch and a feed analysis laboratory provides analyses to producers for a fee. Among the acts administered by the branch are: The Animal Husbandry Act, The Dairy Act, and The Livestock and Livestock Products Act. The branch also provides a coordinating role for the Dairy Board which makes recommendations regarding the operations of dairy manufacturer plants.

Records

0180 Director - Office Files
Transferred to Archives after 7 years under AG 0079.

0181 Beef Section - Office Files
Destroyed after 5 years under AG 0096.

0182 Beef Section - Brand Application and Renewal Files
Application forms and renewal application forms indicating brands.
Destroyed after 5 years under AG 0092.

0183 Beef Section - Livestock Brand Registration
Name and address of owner, certificate number, dates of allotment or transfer, renewal, expiry, release, cancellation, registered vents.
Transferred to Archives after 7 years under AG 0095.

0184 Beef Section - Brand Certificate Record
Certificate number, description/location of brand, farm address, date of certificate issue, fee.
Destroyed after 10 years under AG 0094.

0185 Beef Section - Brand Books
Name, address of animal owner, description/location of brand
Retained in office under AG 0093.

0186 Beef Section - Reference Files
Technical and research data on production, economics and marketing of beef cattle as well as international and interprovincial policies and trade.
Destroyed after 10 years under AG 0097.

0187 Beef Section - Young Beef Sire **Progeny Proving Program**
Herd production data for each breeder including sire dam matings, birth weights, weaning weights and yearling weights of progeny.
Destroyed after 10 years under AG 0107.

0188 Beef Section - Federal Provincial Record of Performance - Beef Cattle - Computer System
Field inspectors' reports (input); herd and weaning reports, cow certificates, producer files (output).
Destroyed from a minimum of 2 years to a maximum of 4 years under AG 0098.

0189 Beef Section - Federal-Provincial Record of Performance - Sheep - Computer System
Field inspection worksheets (input) include data on each lamb and weight. Reports indicate performance results and lamb weight adjustments (output). Program development files document activities of the National Advisory Board for Record of Performance sheep and ongoing improvements to the Program.
Destroyed after 7 years under AG 0101.

0190 Beef Section - Sheep Files - General Reference
Continually updated technical reference data regarding sheep industry.
Destroyed after 7 years under AG 0099.

0191 Beef Section - Sheep Files - Producers/Organizations/Programs
Requests for service and assistance, branch participation in sheep industry organizations, sheep industry program data.
Destroyed after 5 years under AG 0100.

0192 Dairy Section - Office Files
Destroyed after 5 years under AG 0109.

0193 Dairy Section - Dairy Products Licensing Files
Names of all butter makers, cheese makers, cream graders, milk and cream testers and bulk milk drivers in Manitoba, dates of licence issuance and expiry, employers' names, records of any regulatory infractions.
Destroyed after 7 years under AG 0112.

0194 Dairy Section - Dairy Products Licenses Index
Index to six categories of licenses, including dairies and creameries, dairy and creamery employees, bulk milk truck drivers, bulk milk haulers, margarine wholesalers and margarine manufacturers.
Destroyed after 5 years under AG 0113.

0195 Dairy Section - Dairy Herd Improvement Association - Production Certificates
Official lactations of each cow in Dairy Herd Improvement Association herds.
Destroyed after 2 years under AG 0115.

0196 Dairy Section - Record of Performance Certificates
Official lactations of cows in Record of Performance Program.
Destroyed after 5 years under AG 0116.

0197 Dairy Section - National Identification Program Files
Description of cow, name/address of owner, identification of sire and dam.
Destroyed after 6 years under AG 0117.

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0198 Dairy Section - Discontinued Herd Files
Names of owners, production figures of herds no longer in Dairy Herd Improvement Association or Owner/Sampler programs.
Destroyed 3 years after herd removed from program under AG 0118.

0199 Dairy Section - Milk Recording Files - Rotary Card Index
Name, address of herd owner and herd identification number.
Destroyed 3 years after herd removed from program under AG 0119.

0200 Dairy Section - Data Flow Files
Dates of tests, edits and mailing (barn sheets) for input in the Milk Recording Files (See Access Guide Number 201).
Destroyed 1 year after card filled under AG 0120.

0201 Dairy Section - Milk Recording Files - Dairy Herd Improvement Association and Owner/Sampler Program - Computer System
Milk production data and management information on individual cows of specific producers.
Destroyed after 3 years (input); microfilmed (output) under AG 0114.

0202 Dairy Section - Milk Recording Services - Office Files
Destroyed after 5 years under AG 0121.

0203 Dairy Section - Herd Summary Cards
Production data for herds participating in Owner/Sampler or Dairy Herd Improvement Association.
Destroyed 5 years after herd removed from program under AG 0122.

0204 Dairy Section - Farm Services - Office Files
Destroyed 5 years after closure under AG 0124.

0205 Dairy Section - Milk Producer Premises Inspection Files
Inspection reports record details regarding herd, tank, condition and cleanliness of premises and utensils.
Destroyed 4 years after producer goes out of business under AG 0123.

0206 Dairy Section - Milk Production Quality Reference Files
Bacteriological count, cell count, antibiotic count and the freezing point of raw milk samples from Manitoba plants.
Transferred to Archives once card is filled under AG 0125.

0207 Dairy Section - Bulk Milk Tankers and Drivers Inspection Reports
Condition of bulk milk tankers and the performance of drivers.
Destroyed 5 years after closure under AG 0126.

0208 Dairy Section - Quality Control Files
Results of quality control checks on laboratory equipment.
Destroyed after 7 years under AG 0127A.

0209 Dairy Section - Milko Scan Calibration Settings
Calibration settings for Milko Scan equipment and date of settings.
Destroyed after 7 years under AG 0128A.

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0210 Dairy Section - Finished Product Testing - Daily Work Sheets
Test results of finished milk products.
Destroyed after 4 years under AG 0129.

0211 Dairy Section - Finished Product Test Results
Identifies origin of sample lab results regarding composition and quality.
Destroyed after 2 years under AG 0130.

0212 Dairy Section - Finished Product Test Result Summaries
Destroyed after 4 years under AG 0131.

0213 Dairy Section - Raw Milk Test Results
Identification of raw milk sample, name and address of producer, lab results.
Destroyed after 4 years under AG 0135.

0214 Dairy Section - Quality and Composition of Processed Dairy Products - Computer System
Lab results by finished dairy product sample (input); and list of detailed results by plant (output).
Destroyed from a minimum of 1 year to a maximum of 5 years under AG 0132.

0215 Dairy Section - Record of Milk Shipments to Dairy Plants
Dates of shipment, number of driver and route, name of dairy plant.
Destroyed after 5 years under AG 0133.

0216 Dairy Section - Raw Milk Composition Lab Test Results
Fat, protein, lactose percentages in raw milk from shippers, name of producer.
Destroyed after 7 years under AG 0136.

0217 Dairy Section - Bulk Milk Calibration Charts
Metric measurement of the amount of milk in a farm bulk tank at the time milk is picked up by a licensed grader.
Destroyed after 7 years under AG 0137.

0218 Dairy Section - Record of Creamery Butter Prices, 1920-1968
Name and category.
Transferred to Archives under AG 0138.

0219 Dairy Section - Couriers' Accounts
Freight expenditures to couriers including bills of lading, financial statements, shippers' receipts.
Destroyed after 1 year under AG 0134.

0220 Dairy Section - Requisitions
Destroyed after 7 years under AG 0111.

0221 Provincial Animal Nutritionist - Feed Analysis Replies
Name of owner, dates of receipt and testing, sample identification, results of analysis, comments and recommendations.
Destroyed after 3 years under AG 0108.

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0222 Poultry and Feed Analysis - Office Files
Destroyed after 5 years under AG 0086.

0223 Poultry and Feed Analysis - Feed Analysis Work Program Sheets
Feed sample number and work completed on each.
Destroyed after 4 years under AG 0080.

0224 Poultry and Feed Analysis - Feed Analysis Worksheets
Name of owner, dates of receipt and testing, sample identification and results of analysis.
Destroyed after 3 years under AG 0081.

0225 Poultry and Feed Analysis - Laboratory Analysis Worksheets
Test results.
Destroyed after 2 years under AG 0082.

0226 Poultry and Feed Analysis - Feed Analysis Reports - Ruminants and Swine
Summaries of feed analysis as well as comments and recommendations.
Destroyed after 3 years under AG 0083.

0227 Poultry and Feed Analysis - Feed Analysis Replies - General
Replies to owners of animals and feed producing companies including feed analysis, results, feed analysis worksheets and correspondence.
Destroyed after 3 years under AG 0084.

0228 Poultry and Feed Analysis - Hatchery Supply Flocks Producer Files
Monitoring of the operations of producers supplying eggs to hatcheries including: disease test results, postmortem examination results, results of management and sanitation inspections.
Destroyed after 3 years under AG 0087.

0229 Poultry and Feed Analysis - Poultry Inspection Reports
Name of producer, commodity marketed, flock description.
Destroyed after 7 years under AG 0088.

0230 Poultry and Feed Analysis - Hatchery and Poultry Dealer Licence Applications and Licence Stubs
Hatchery licence applications record names of commercial hatchery/breeder, incubator capacity, names of acting sales agents. Poultry dealers licence applications records applicant and business premises data.
Destroyed after 4 years (applications) and after 5 years (licence stubs) under AG 0089 and AG 0090 respectively.

0231 Poultry and Feed Analysis - Requisitions
Destroyed after 3 years under AG 0091.

0232 Poultry and Feed Analysis - Invoices - Accounts Receivable
Destroyed after 7 years under AG 0085.

0233 Swine Section - Office Files
Destroyed after 5 years under AG 0182.

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0234 Swine Section - General Correspondence
Extension work with hog producers.
Destroyed after 5 years under AG 0103.

0235 Swine Section - Swine Monitoring Sow Records
Farrowing monitoring, breeding data for each sow, dates of introduction and disposal.
Destroyed 3 years after disposition of hog under AG 0106.

0236 Swine Section - Commercial Hog Improvement Program and Record of Performance - Home Test Records - Computer System
Performance testing program including background information on each hog (age, weight, feed) and any adjustments.
Destroyed between 10 and 20 years under AG 0104.

0237 AGRICULTURAL DEVELOPMENT AND MARKETING
Veterinary Services

Veterinary Services advises on the control and prevention of livestock diseases, encourages the availability and use of veterinary services and administers the Veterinary Clinic program (30 municipal veterinary clinics under The Veterinary Services Act). It operates a laboratory specializing in the diagnosis of disease under The Animal Diseases Act and administers the Veterinary Science Scholarship Fund.

Internal Indexes: Card Index to Laboratory Cases

Records

0238 Director - Office Files
Transferred to Archives after 7 years under AG 0048.

0239 Laboratory Services - Diagnostic Case Master Files
Comprehensive diagnostic case record including reports of referring veterinarian, case request, laboratory reports as well as the following laboratory reports: virology, avian pathology, bacteriology.
Transferred to Archives after 7 years under AG 0022.

0240 Laboratory Services - Rotary Card Files
Name of owner and accession number of all mammalian and avian cases.
Transferred to Archives after 7 years under AG 0023.

0241 Laboratory Services - Diagnostic Case Files - Owners
Disputes between owner and branch concerning the results of diagnoses including: correspondence, letters of explanation and/or interpretation of results, scientific papers.
Destroyed after 20 years under AG 0035.

0242 Laboratory Services - Case Ledgers
Summary of all cases submitted.
Destroyed after 8 years under AG 0024.

Send Applications to Access Guide 0002

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0243 Laboratory Services - History Sheets - Poultry, 1968-1970
Histories of poultry cases submitted to laboratory results and diagnoses.
Transfer to Archives under AG 0030.

0244 Laboratory Services - History Sheets - Animals, 1967-1972
Histories of animal cases submitted to the laboratory including lab results and diagnoses.
Transfer to Archives under AG 0029.

0245 Laboratory Services - Bacteriology Case Ledger
Histories of cases submitted for bacterial testing, including lab number, name of owner, name of pathologist, record of previous reference.
Destroyed after 8 years under AG 0032.

0246 Laboratory Services - Bacteriology Reports (copies)
Copies of bacteriology reports including laboratory worksheets and antibiotic sensitivity reports.
Destroyed after 2 years under AG 0026.

0247 Laboratory Services - Avian Pathology Laboratory Reports
Destroyed after 2 years under AG 0028.

0248 Laboratory Services - External Reference Laboratory Requests (copies)
Requests from external reference laboratories for specimen analysis, including results.
Destroyed after 2 years under AG 0034.

0249 Laboratory Services - Virology Case Ledger
Histories of cases submitted for viral testing including lab number, name of owner, name of pathologist, record of any previous reference.
Destroyed after 8 years under AG 0031.

0250 Laboratory Services - External Reference Ledger
Record of specimens sent to external laboratories for testing including name of owner, referring veterinarian, pathologist, specimen, transfer dates.
Destroyed after 8 years under AG 0033.

0251 Laboratory Services - Submissions - Computer System
Requisition forms (input) and diagnostic/procedural summaries (output).
Destroyed after verification (input); transferred to Archives after 5 years (output) under AG 0041.

0252 Laboratory Services - Cash Received Record
Transferred to Archives after 2 years under AG 0039.

0253 Laboratory Services - Purchase Orders
Destroyed after 1 year under AG 0036.

0254 Laboratory Services - Invoices - Accounts Receivable
Destroyed after 7 years under AG 0037.

0255 Laboratory Services - Invoices - Accounts Payable
Destroyed after 1 year under AG 0038.

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0256 Laboratory Services - Ledger Cards
Name of client and payment made.
Transferred to Archives after 2 years under AG 0040.

0257 Veterinary Science Scholarship Fund - Loan
Loan agreement, acknowledgement of receipt of loan installments.
Destroyed after 4 years under AG 0044.

0258 Veterinary Science Scholarship Fund - History Cards
Name of student, status of loan.
Transferred to Archives after 4 years under AG 0050.

0259 Fur Farm Files
Reports from fur farms, licences, list of licensed farms.
Transferred to Archives after 7 years under AG 0047.

0260 Drug Distribution Centre - Inventory Cards
Histories of transactions by product including date, purchase or sale, cost, retail price, expiry date, balance.
Destroyed after 5 years under AG 0052.

0261 Drug Distribution Centre - Invoices - Accounts Receivable
Destroyed after 7 years under AG 0051.

0262 Drug Distribution Centre - Accounts Receivable - Journal
Units sold, charges, value balance, unit balance.
Destroyed after 7 years under AG 0406.

0263 Drug Distribution Centre - Accounts Receivable Record
Destroyed after 7 years under AG 0056.

0264 Drug Distribution Centre - Accounts Receivable - Ledger Cards
Transferred to Archives after 7 years under AG 0055.

0265 Drug Distribution Centre - Shipping Bills
Charges levied by couriers for delivering drugs.
Destroyed after 4 years under AG 0060.

0266 Drug Distribution Centre - Invoices - Accounts Payable
Destroyed after 4 years under AG 0059.

0267 Drug Distribution Centre - Purchase Orders
Destroyed after 4 years under AG 0058.

0268 Drug Distribution Centre - Accounts Payable
Transferred to Archives after 7 years under AG 0057.

0269 Drug Distribution Centre - Purchase Journal
Transferred to Archives after 7 years under AG 0054.

0270 Drug Distribution Centre - Accounts Payable Journal
Transferred to Archives after 7 years under AG 0053.

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0271 Semen Distribution Centre - Correspondence Files
Destroyed after 7 years under AG 0076.

0272 Semen Distribution Centre - Progeny Proving Program Semen Inventory
Identity of bull, test station, and participation in Progeny Proving Program.
Destroyed after 4 years under AG 0067.

0273 Semen Distribution Centre - Technician Licence Application and Subsidy Agreement
Qualification requirement, fees payable, duration and renewal.
Agreements record amounts which may be paid per insemination and terms and conditions under which subsidies will be paid.
Transferred to Archives after 1 year under AG 0074.

0274 Semen Distribution Centre - Technicians Files
Services carried out by technicians.
Destroyed 3 years after licence terminated under AG 0078.

0275 Semen Distribution Centre - Licence Stubs - Technicians
Destroyed after 3 years under AG 0075.

0276 Semen Distribution Centre - C.C. Form
Histories of artificial insemination transactions including: identity of cow, name and address of owner, breeding date, identity of semen.
Destroyed after 7 years under AG 0061.

0277 Semen Distribution Centre - Nitrogen Storage Tank Records
Manufacturer, model, serial number, name of owner or lessee.
Destroyed after 30 years under AG 0072.

0278 Semen Distribution Centre - Monthly Semen Inventories
Identity, quantity and value of stock.
Destroyed after 3 years under AG 0062.

0279 Semen Distribution Centre - Private Semen Storage Records
Name, code, breed of bull; name of owner; dates and amounts received and shipped; destination and balance.
Destroyed after 5 years under AG 0073.

0280 Semen Distribution Centre - Inventory Cards
Identity, quantity and values of supplies and history of purchases.
Destroyed after 5 years under AG 0063.

0281 Semen Distribution Centre - Inventories - Purchases
Name of supplier, date of purchases, invoice number, amount ordered, cost and balance.
Destroyed after 4 years under AG 0064.

0282 Semen Distribution Centre - Inventory Sheets - Sales
Name of supplier, date of sale, invoice number, price and balance.
Destroyed after 4 years under AG 0065.

0283 Semen Distribution Centre - Accounts Receivable Sheets
Destroyed after 7 years under AG 0069.

0284 Semen Distribution Centre Invoices - Accounts Receivable
Destroyed after 7 years under AG 0071.

0285 Semen Distribution Centre - Accounts Receivable Cards
Destroyed after 7 years under AG 0068.

0286 Semen Distribution Centre - Accounts Payable Records
Destroyed after 4 years under AG 0070.

0287 Semen Distribution Centre - Inventory Cards - Supplies
Supply and amount in stock.
Destroyed after 4 years under AG 0066.

0288 Semen Distribution Centre - Shippers and Manufacturers - Correspondence
Transactions between branch and shippers.
Destroyed after 7 years under AG 0077.

## 0289 AGRICULTURAL DEVELOPMENT AND MARKETING
### Soils and Crops

Soils and Crops provides technical support related to cereals, oilseeds and special crops, weeds, forages, horticulture, soil and land management and planning to farmers and staff. It supplies information regarding crop varieties, researches and tests new field crops and forages, and demonstrates soil and water conservation and management practices. Other services offered by the branch include: advice on land-use practices, soil surveys and analysis; horticulture research data and recommendations; and guidance on weed control. The branch provides financial support to weed districts. Acts administered by the branch include The Fruit and Vegetable Sales Act, The Noxious Weeds Act, The Plant Pests Act, The Manitoba Horticultural Societies Act, and The Dutch Elm Disease Act.

### Records

0290 Soils Section - Office Files
Technical information regarding soil fertility, soil conservation and management, on-farm water management including drainage, irrigation and water conservation, soil/water/plant agronomy.
Destroyed after 5 years, subject to archival selection, under AG 0203.

0291 Soils Section - Chief - Office Files
Destroyed after 5 years, subject to archival selection, under AG 0202.

0292 Crops Section - Office Files
Destroyed after 7 years under AG 0189.

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0293 Weeds Section - Office Files
Weed control recommendations and complaints. Technical data on weed species, herbicides, biological weed control, crop response to herbicides.
Destroyed after 7 years under AG 0205.

0294 Weeds Section - Chief - Office Files
Destroyed after 7 years, subject to archival selection, under AG 0204.

0295 Weeds Section - Dealer and Applicator Training Files
Pesticide dealer and applicator training material and examinations. Summary statistics on participation and completion of training. Reports of investigations into herbicide drift.
Destroyed after 30 years under AG 0206.

0296 Forage and Grasslands Section - Forage Crop Files
Reports, forecasts, reference material regarding forage crop production.
Destroyed after 5 years, subject to archival selection, under AG 0192.

0297 Forage and Grasslands Section - Forage and Grasslands Slides
Transparencies of varieties of forages, harvesting, weeds, and equipment used in seeding and harvesting.
Destroyed once superseded under AG 0191.

0298 Forage and Grasslands Section - Canadian Forage Seed Program Files
Applications for foundation seed, copies of coordinating committee minutes, contracts, agreements, foundation seed releases.
Destroyed after 7 years, subject to archival selection, under AG 0190.

0299 Horticulture Section - Office Files
Destroyed after 7 years, subject to archival selection, under AG 0194.

0300 Horticulture Section - Chief - Office Files
Destroyed after 7 years under AG 0193.

0301 Horticulture Section - Potatoes Files
Potato quantity surveys by grower, summary statistics for fertilizer tests and test potato plots, technical and scientific reports.
Destroyed after 5 years, subject to archival selection, under AG 0196.

0302 Horticulture Section - Ornamentals Files
Technological reports, land survey and gardening plans, plant tissue and soil analysis results by client.
Destroyed after 5 years, subject to archival selection, under AG 0197.

0303 Horticulture Section - Tree Pruners Files
Applications, business liability insurance policies or certificates of insurance.
Destroyed after 7 years under AG 0198.

0304 Horticulture Section - Dutch Elm Disease Files, 1976-1980
Cost-sharing information between the Province and municipalities, project budget, invoice summary, contracts summary.
Transfer to Archives under AG 0199.

0305 Horticulture Section - Growers Files
Field visit forms identifying owner, crop and soil reports.
Destroyed after 5 years under AG 0200.

0306 Horticulture Section - Fruit Crop Files
Project returns, reports and technical information.
Destroyed after 5 years under AG 0201.

0307 Horticulture Section - Plant Pathology - Office Files and General Correspondence with Public.
Destroyed after 4 years under AG 0021 and AG 0020.

0308 Horticulture Section - Plant Pathology - Plant Identification Program
Diagnosis of specimens of diseased plants and recommended treatment.
Destroyed after 7 years under AG 0018.

0309 Horticulture Section - Plant Pathology - Running Ledgers and Year End Report
Chronological synopsis of plant disease specimens submitted to the lab as well as statistics by area and by disease.
Transferred to Archives after 4 years under AG 0019.

0310 Horticulture Section - Annual Reports
Destroyed after 10 years under AG 0195.

## 0311 AGRICULTURAL DEVELOPMENT AND MARKETING
### Marketing

The Marketing Branch assists farmers to increase sales of their commodities at the provincial, national and international levels. This is accomplished by: assisting board, commissions and private companies in export sales; organizing outgoing and incoming trade missions; development and circulation of the Manitoba Foods Products Directory; the provision of market-oriented resource information; and assisting in the promotion of Manitoba food products in retail outlets and trade shows.

### Records

0312 Marketing - Office Files and Telex Messages
Destroyed (Office Files) after 5 years, subject to archival selection; destroyed after current year (Telex Messages) under AG 0227 and AG 0231 respectively.

0313 Director - Office Files
Destroyed after 4 years under AG 0225.

0314 Promotions Files, Promotional Slide Tapes and Picture Portfolio
Samples of promotional material, display layouts, printing requisitions, photographs, negatives regarding the following products: swine, beef, pulses and special crops.
Destroyed after 10 years, subject to archival selection, of slides and audio tapes under AG 0223, AG 0229 and AG 0230.

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0315 Day Copies
Destroyed after 1 year under AG 0228.

0316 Budget Files
Estimates, cash flow projections.
Destroyed after 4 years under AG 0224.

0317 Monthly Activity Reports
Monthly activity reports of marketing officers, branch monthly reports.
Destroyed after 2 years under AG 0232.

0318 Employee Files
Transferred to Personnel Services after closure under AG 0226.

0319 AGRICULTURAL DEVELOPMENT AND MARKETING
Technical Services and Training

Technical Services and Training produces factsheets and publications regarding agricultural technology. Under The Pesticides and Fertilizer Control Act it trains applicants, makes recommendations regarding the use of pesticides, issues applicator and dealer licences, and coordinates the Pesticides and Fertilizer Advisory Board. It monitors honey bee operations and diagnoses diseases under The Bee Act and The Beekeepers Act. Farm Management provides coordination and support for the Department's farm financial management efforts, including farm business groups. The branch provides coordination, training and leadership to 4-H clubs and offers a home economics program. It coordinates Manitoba's agricultural societies under The Agricultural Societies Act, operates programs at the Brandon Agricultural Extension Centre and coordinates agricultural employment and training efforts.

Records

0320 Technical Services and Training - Office Files
Destroyed after 5 years, subject to archival selection, under AG 0326.

0321 Director - Office Files
Destroyed after 7 years under AG 0139.

0322 Agricultural Manpower Files
Information regarding programs to assist farm employers and employees. Canada Farm Labour Pool reports, farm worker exchange programs, reports related to farm labour, agricultural training information.
Destroyed after 7 years, subject to archival selection, under AG 0143.

0323 Royal Winter Fair Livestock Exhibitors' Files
Financial statements and nominations.
Destroyed after 7 years under AG 0145.

0324 Agricultural Society Files - General
Administration of Class A fairs (Red River and Provincial Exhibitions), and Class B fairs (Dauphin, Carman, Swan River, Morris, Virden, Portage la Prairie). Includes annual reports and correspondence.
Destroyed after 7 years, subject to archival selection, under AG 0141.

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0325 Agricultural Society Files - Class C Fairs
Society's annual reports, lists of officers, financial statements, grant applications, price lists, receipts, newspaper clippings.
Destroyed after 7 years, subject to archival selection, under AG 0142.

0326 Brandon Agricultural Extension Centre Files
Coordination and administration of courses held for the rural public including attendance, mailing lists, training materials, speeches.
Destroyed after 5 years, subject to archival selection, under AG 0418.

0327 Century Farms
Farm histories, supporting documentation submitted to validate application for century farm gate sign and certificates.
Transferred to Archives after 5 years under AG 0144.

0328 4-H and Youth - Office Files
Destroyed after 7 years under AG 0147.

0329 4-H and Youth - 4-H Clubs Horse Project Files
Club minutes and related correspondence.
Destroyed after 5 years under AG 0151.

0330 4-H and Youth - 4-H Sponsors Correspondence
Communication with sponsors of Manitoba 4-H Council regarding programs.
Destroyed after 5 years under AG 0150.

0331 4-H and Youth - 4-H Travel and Exchange Files
Travel arrangements of 4-H participants.
Destroyed after 5 years, subject to archival selection, under AG 0149.

0332 4-H and Youth - 4-H Grants Files, 1970-1981
Grant applications, copies of cheque, invoice details.
Destroyed after 7 years under AG 0148.

0333 4-H and Youth - 4-H Council Ledgers
Council financial transactions.
Transferred to Archives 7 years after ledger filled under AG 0154.

0334 4-H and Youth - 4-H Council Financial Records
Cancelled cheques, deposit slips, bank statements, budgets, reports, vouchers, cash books.
Destroyed after 7 years under AG 0153.

0335 4-H and Youth - Employee Files
Transferred to Personnel Services 1 year after closure under AG 0152.

0336 Engineering Section - Office Files
Destroyed after 5 years, subject to archival selection, under AG 0329.

0337 Engineering Section - Correspondence
Agricultural engineering research data and inquiries.
Destroyed after 10 years, subject to archival selection, of subject correspondence under AG 0330 and AG 0331.

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0338 Engineering Section - Farm Building Plans
Model plans of farm buildings and some plans of actual buildings and renovations thereto.
Destroyed after 15 years once outdated under AG 0332.

0339 Entomology Section - Office Files
Transferred to Archives after 5 years under AG 0335.

0340 Entomology Section - Correspondence Files
Enquiries regarding licensing, registration requirements and course dates.
Destroyed after 5 years, subject to archival selection, under AG 0333.

0341 Entomology Section - Pesticide Dealer Application Files
Name, address of firm, name of individual in charge of selling, distributing or supplying pesticide, and the type of pesticide.
Destroyed after 5 years under AG 0336.

0342 Entomology Section - Dealer and Application Course Records
Name of applicants, year(s) of course attendance, examination results.
Destroyed 7 years after licence granted under AG 0342.

0343 Entomology Section - Pesticide Applicators' Licence Files
Name, address of firm, name of individual in charge of pesticide application, type of licence, identification of equipment.
Destroyed after 5 years under AG 0337.

0344 Entomology Section - Pesticides Dealers and Applicators Licences
Copies of licences issued.
Destroyed 7 years after expiry of licence under AG 0338.

0345 Entomology Section - Declarations of Purchases
Purchasers statements of intent to use pesticides in accordance with regulations.
Destroyed after 7 years under AG 0339.

0346 Entomology Section - Committee on Pesticide Residue Testing Files
Identification of residue problems in raw agricultural food products, minutes of committee meetings and annual reports.
Transferred to Archives after 10 years under AG 0340.

0347 Entomology Section - Pesticide Residue Analysis Files
Laboratory analyses of pesticide residues in meat, poultry, eggs and dairy products.
Destroyed after 10 years under AG 0341.

0348 Home Economics - Office Files
Destroyed after 7 years, subject to archival selection, under AG/H 0044.

0349 Home Economics Technical Files
Background and technical information on specialty areas related to home economics.
Destroyed after 4 years under AG/H 0043.

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0350 **Entomology Section - Apiculture Correspondence**
Inquiries regarding honey production and beekeeping, apiary inspections.
Destroyed after 5 years under AG 0346.

0351 **Entomology Section - Beekeepers' Certificates**
Names of registered beekeepers including address and registration number.
Destroyed after 7 years under AG 0347.

0352 **Entomology Section - Beekeepers' Inspections**
Inspection records of bee colonies including date of inspection, number of colonies inspected, type of disease found, number of diseased colonies.
Transferred to Archives 5 years after cancellation under AG 0348.

0353 **Entomology Section - Bee Import Survey Forms**
Survey questions regarding wintering, and management and importation of colonies.
Destroyed after 1 year under AG 0350

0354 **Entomology Section - Honey Bee Spray Damage Compensation Files**
Applications for compensation, including applicant name, address, number of colonies, amount of compensation paid.
Transferred to Archives after 5 years under AG 0351

0355 **Entomology Section - Annual Reports**
Transferred to Archives after 15 years under AG 0334

0356 **Farm Management Section - Office Files**
Destroyed after 3 years under AG 0323

0357 **Farm Management Section - Publications Files**
Destroyed 3 years after publication under AG 0324 and AG 0325

0358 **Employee Files**
Destroyed 2 years after closure under AG 0327

0359 **Performance Appraisal and Reclassification Files**
Destroyed after 3 years under AG 0328

0360 **Assistant Deputy Minister - Office Files, to 1987.**
Transferred to Archives after 8 years under AG 0014

0361 **REGIONAL AGRICULTURAL SERVICES**
**Regional Offices**

Regional Offices and their component District Offices conduct education programs, provide advisory services and administer government policies designed to assist farmers and farm families in farm management and operations. Agricultural representatives in 39 district offices throughout the province carry out programs in five main areas: farm management, crop production and marketing, livestock production and marketing, soil and water conservation and management, and human

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0361 contd resource development (4-H Clubs and home economics). Farm management activities include intensified individual and group counselling in farm and family financial matters, seminars on estate planning, accounting and overall farm planning. Crop management includes education meetings and demonstrations related to soil fertility, weed control, insects and disease, crop varieties and new crop development as well as storage and handling. Livestock management consists of information and advice to livestock and poultry producers on the economics of production, choice and size of enterprise, feed evaluation, storage and handling, on farm demonstrations and Record of Performance for various livestock. Soil projects are demonstrated as are specific on-farm projects, aimed at the reduction of soil erosion from wind and water and to illustrate the merits of reduced tillage. Home economics efforts concentrate on farm and family financial management, farm family relations, nutrition and stress management. 4-H club activities are aimed at improving leadership and financial management skills in members and leaders.

Records

0362 Regional Offices - Regional Directors - Office Files
Destroyed after 2 years under AG 0408.

0363 Regional Offices - Program Specialists and Client Files
Activities of agricultural program specialists and technicians as well as advice, counselling, consultations, services to clients in the following areas: agricultural engineering (farm buildings, implements and equipment, soil and water conservation, irrigation, land clearing and drainage, agricultural aircraft); conservation (soil conservation, tillage and soil moisture, water management); crops (cereals and special crops, weed control, pesticides, crop diversification, crop reports, weather information, soil, temperatures); dairy inspection (milk and bulk tanks, dairy herd feeding and breeding; processing plants, licensing, equipment, quality control); farm management (farm record keeping, credit, taxation, marketing, agricultural economics, farm manpower and information for farmers in crisis); 4-H and youth specialist (enrollments, awards, achievements, travel and exchange, projects and workshops); grasslands, forage crops and pastures, field crops, special crops, soil and soil conservation, weed and pest control, Agri-Food projects, livestock management, family life, energy conservation, crafts, consumer rights, Women's Institutes, agricultural societies; land resources (subdivision statistics, planning reports, land use committees, geology, density zoning, Crown lands); livestock security (feedlots, Beef Commission policy and procedure); livestock specialist (Record of Performance for sheep, swine, dairy and beef, disease prevention, artificial insemination, herd management, Agri-Food projects, animal nutrition, feed research, pasture and range management, dairy products marketing); soils management (soil conservation, parcel splits, soils maps, soils problems, drainage and runoff, aerial photographs, topographical maps); special crops (special and new crops investigations, international marketing, Agro-Man and Agri-Food projects); swine and dairy specialist (dairy, swine, Holstein associations).

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0363 contd Destroyed after 5 years, subject to archival selection of reports and recommendations respecting regional program specialization (Program Specialists' Files); destroyed 6 years after closure (Client Files) under AG 0415 and AG 0416 respectively.

0364 Regional Offices - Contractual Agreements
Contractual agreements and letters of understanding entered into by regions under the following Federal-Provincial or provincial agreements: Agro-Man, ARDA, FRED, Beef Producers Income Assurance Plan, Farm Diversification. Also includes policies and procedures.
Destroyed 1 year after closure under AG 0412.

0365 Regional Offices - Special and Emergency Programs - Office Files
Destroyed 3 years after program is terminated under AG 0413.

0366 Regional Offices - Administrative Officers - Office Files
Destroyed after 2 years under AG 0407.

0367 Regional Offices - Financial Administration - Office Files
Destroyed after 4 years under AG 0409.

0368 Regional Offices - Personnel - Office Files
Destroyed after 5 years under AG 0410.

0369 Regional Offices - Employee Files
Transferred to Personnel Services after closure under AG 0411.

## 0370 REGIONAL AGRICULTURAL SERVICES
### Agricultural Crown Lands

Agricultural Crown Lands supervises and manages short and long term permits and leases, and encourages development and increased productivity of designated agricultural Crown lands in Manitoba through bush clearing and forage seeding. The branch also cooperates with Prairie Farm Rehabilitation in the operation of community pastures on agricultural Crown lands during the summer.

### Records

0371 Rural Municipalities and Local Government Districts
Amounts in lieu of taxes collected by the province on leased and permitted agricultural lands and submitted to the appropriate taxing authority. Includes correspondence between branch and the taxing authority.
Destroyed after 7 years under AG 0422

0372 Agricultural Crown Lands Files - Regions
Acres developed, dugouts made, carrying capacity as related to animals, and cultivated areas on all parcels of agricultural Crown land.
Destroyed after 6 years under AG 0444.

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0373 Committees, Boards, Organizations, Commissions Files
Branch participation on government and department committees, in particular the Crown Lands Classification Committee.
Destroyed after 5 years under AG 0447.

0374 Agricultural Questionnaire and Allocation Score Sheet
Questionnaires submitted by applicants seeking an agricultural Crown lands lease or permit. Includes: livestock number, land owned, location of land, future plans and allocation score sheet completed by branch.
Destroyed after 6 years under AG 0426.

0375 Lands and Land Rental Files
Use of agricultural Crown lands and the rental rates charged for leases and permits on the land. Includes references to: acquisition, concessions, usage surveys, flooding, drought, weed control, soil management, peat fires, grasshopper control, saline soil conditions, usage violations such as trespassing, lease cancellations and land exchanges with Local Government Districts.
Destroyed after 7 years with the exception of the land allocation policy files which are transferred to Archives under AG 0431.

0376 Agricultural Crown Lands Client Files - Regions
All aspects of leasing and permitting by clients of agricultural Crown lands including: terms and rentals, use of land, inquiries, complaints, acres under lease.
Destroyed after 6 years after termination of lease under AG 0445.

0377 Lease Documents
Lands under lease to tenants, and terms and conditions of lease.
Destroyed after 6 years under AG 0428.

0378 Agricultural Lease Files
Correspondence with clients regarding lands held under agricultural lease agreements. Includes the following types of leases: ranch grazing, farm grazing, crop share, hay, cash rental agricultural, forage, lease option and special lease.
Destroyed 2 years after microfilming (textual copy) and 6 years after expiry of lease (microfilm copy) under AG 0429.

0379 Wildlife Management Areas
Reports, communications with biologists, agricultural lands representatives, and land planners related to the agricultural use of Wildlife Management Areas.
Destroyed after 6 years under AG 0430.

0380 Tree Covered Rangeland Improvement Project Files, 1980-1985
Applications from farmers for financial assistance to clear trees from rangeland or private land, assessment, and amount paid.
Destroyed after 4 years under AG 0432.

0381 Federal-Provincial Programs
Varied agricultural projects funded by Federal-Provincial agreements. May involve grass/forage production, grazing rotations on pasture, improvements of nutritional value of low quality feed.
Destroyed after 6 years under AG 0433.

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0382 **Manitoba Indian Bands**
Use of agricultural Crown lands by Manitoba Indian bands for hay and/or grazing.
Destroyed after 7 years under AG 0434.

0383 **Land Use Studies**
Land use planning on Crown lands including reports regarding land drainage, watershed conservation districts, potential agricultural use.
Transferred to Archives after 10 years under AG 0435.

0384 **Projects**
Results of research conducted on agricultural Crown lands regarding grazing/haying, drainage, brush control, salinity, wildlife.
Transferred to Archives after 7 years under AG 0436.

0385 **Plans and Programs**
Program development and description.
Destroyed after 7 years under AG 0441.

0386 **Reports and Statistics**
Statistics regarding agricultural Crown lands including: amount leased/permitted; number of leases and permits; parcels advertised; costs and returns of selected livestock.
Destroyed after 6 years under AG 0440.

0387 **Development Coordination Files**
Agricultural Crown Lands Improvement Program research coordination, implementation and analysis.
Destroyed after 5 years under AG 0451.

0388 **Land, Client and Accounting Records - Computer System**
Client data including rent and taxes paid, land improvements, and holdings. Lands data including carrying capacity, acreage, land development, tax projection and payments to municipalities for all agricultural Crown lands.
Destroyed variably (source and output); electronic record continuously updated under AG 0452.

0389 **Financial Administration - Office Files**
Destroyed after 3 years under AG 0443.

0390 **Interim Cash Receipt Books**
Destroyed after 4 years under AG 0427.

0391 **Cash Receipts**
Destroyed 2 years after microfilming (textual copy) and 6 years after expiry of lease (microfilm copy) under AG 0428.

0392 **Voucher Accounting System - T(3-6), S, V**
Destroyed after a minimum of 4 years to a maximum of 6 years under AG 0423.

0393 **Budgets and Estimates**
Destroyed after 4 years under AG 0439.

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0394 **Budgets, Estimates and Expenditures - Regions**
Destroyed after 2 years under AG 0446.

0395 **Administration - Office Files**
Destroyed after 5 years under AG 0449.

0396 **Administration - Office Files - Regions**
Destroyed after 5 years under AG 0450.

0397 **Day Copies**
Destroyed after 1 year under AG 0419.

0398 **Equipment and Supplies - Office Files**
Destroyed after 6 years under AG 0442.

0399 **Branch Buildings - Office Files**
Destroyed after 4 years under AG 0437.

0400 **Vehicle Control - Vehicle Reports**
Destroyed after 4 years under AG 0421.

0401 **Personnel - Office Files**
Destroyed after 6 years under AG 0438.

0402 **Personnel - Office Files - Regions**
Destroyed after 5 years under AG 0448.

0403 **Employee Files**
Transferred to Personnel Branch 1 year after closure under AG 0426.

### POLICY AND ECONOMICS

Records

0404 **Assistant Deputy Minister - Office Files**
Transferred to Archives after 8 years under AG 0013.

### 0405 POLICY AND ECONOMICS
### Economics

Economics compiles and makes available provincial agricultural statistics. Production data and premium structure review are also supplied to the National Committee on Tripartite plans. The branch also studies long term policy and program effects for the department and publishes the State of Manitoba Agriculture annually.

Records

0406 **Economics - Director - Office Files**
Destroyed after 5 years, subject to archival selection, under AG 0274.

## MANITOBA AGRICULTURE

0407 Economics - Office Files
Destroyed after 5 years under AG 0275, AG 0276, AG 0279, and AG 0280.

0408 Commodity Files
Summary reports, survey returns regarding crops, livestock, vegetables, herbicide use, farmers' incomes in Manitoba.
Destroyed after 1 year under AG 0277.

0409 Crop Reports and Agricultural Conditions
Weekly progress reports of crops by region during the summer months, and monthly crop condition reports by crop district during the growing season.
Destroyed after 5 years under AG 0278.

0410 Newspaper Clippings
Articles regarding agricultural policies.
Destroyed after 5 years under AG 0272.

0411 Beef Producers Income Assurance Plan - Client Files, 1975-1980
Registration forms, contracts, statements of accounts, producers marketing reports.
Destroy after 7 years under AG 0287.

0412 Farm Diversification Program Files, 1972-1978
Client data and program administration including: applications, client evaluations, Agricultural Credit Corporation chattel vouchers, promissory notes, applications for farm conversion grants and graduating client reports.
Transferred to Archives (sample) under AG 0282.

0413 Agricultural Development Study Survey Files - Computer System
Survey and statistics including: farmers questionnaires and lists of electors in rural municipalities.
Transferred to Archives (sample) under AG 0295.

0414 Financial Records
Requisitions, invoices, expenditures.
Destroyed after 4 years under AG 0273 and AG 0294.

0415 Employee Files
Destroyed 4 years after closure under AG 0281.

0416 POLICY AND ECONOMICS
Boards and Commissions Support Services

Boards and Commissions Support Services provides support staff to the Natural Products Marketing Council, the Farm Machinery Board, the Milk Prices Review Commissions, the Farm Lands Ownership Board and the Agricultural Producers Organization Certification Agency. The Branch endeavors to ensure the effective control, regulation and promotion of agricultural products designated within the marketing plans of producer boards and marketing commissions. The Branch serves as an appeal body for persons affected by the decisions of various commodity boards and commissions.

## MANITOBA AGRICULTURE

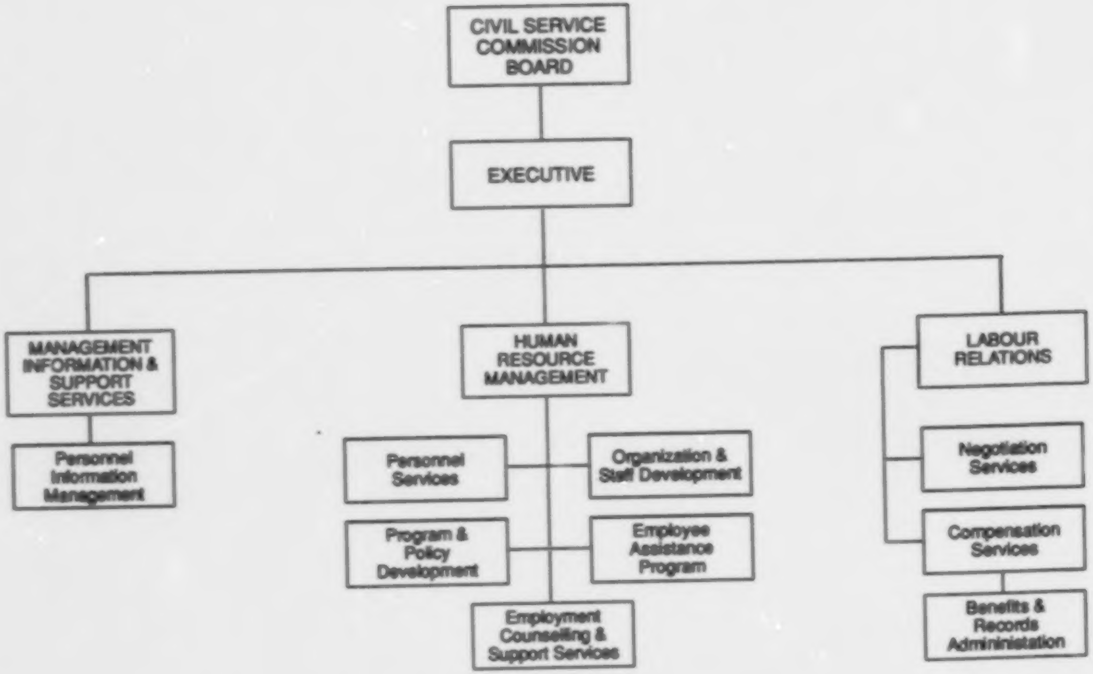
### Records

0417 Marketing Board Files
Evaluation and analysis of the following marketing boards: Chicken Broiler Producers' Marketing Board, Egg Producers' Marketing Board, Milk Producers' Marketing Board, Hog Producers' Marketing Board, Honey Marketing Board, Turkey Producers' Marketing Board, Vegetable Producers' Marketing Board.
Transferred to Archives after 5 years under AG 0271.

0418 POLICY AND ECONOMICS
Manitoba Mediation Board Support

Manitoba Mediation Board Support provides administrative support to the Mediation Board in the application of The Family Farm Protection Act (see Access Guide 0049).

# CIVIL SERVICE COMMISSION


CIVIL SERVICE COMMISSION BOARD
EXECUTIVE
MANAGEMENT INFORMATION & SUPPORT SERVICES
Personnel Information Management
HUMAN RESOURCE MANAGEMENT
Personnel Services
Organization & Staff Development
Program & Policy Development
Employee Assistance Program
Employment Counselling & Support Services
LABOUR RELATIONS
Negotiation Services
Compensation Services
Benefits & Records Admininistation

CIVIL SERVICE COMMISSION

0500 The Civil Service Commission develops and administers programs, policies, procedures and guidelines for the management of human resources in the Manitoba civil service under the authority of, and consistent with, The Civil Service Act. While the Commission provides leadership to the personnel community in government, many personnel matters, such as staffing and benefits administration, are delegated through deputy ministers to the personnel branches of individual departments.

The staff of the Commission also represents the government as employer in collective bargaining to ensure that the treatment of employees is equitable in terms of pay, benefits and working conditions.

0501 Applications for access to the records of the Civil Service Commission may be sent to the Access Coordinator:

Freedom of Information
Access Coordinator
Civil Service Commission
8th floor, 155 Carlton
Winnipeg
R3C 3H8
Ph: 945-4088

Arrangements for examining records and for obtaining photocopies may be made through the Access Coordinator.

All government offices are listed by community at the end of the Access Guide green pages.

0502 The Access Officers for the Civil Service Commission are:

Secretary,
Civil Service Commission
9th floor, 155 Carlton
Winnipeg
R3C 3H8

Director, Management Information and Support Services
Civil Service Commission
9th floor, 155 Carlton
Winnipeg
R3C 3H8

Manager, Benefits and Records Administration
Civil Service Commission
8th floor, 155 Carlton
Winnipeg
R3C 3H8

## CIVIL SERVICE COMMISSION

### 0503 CIVIL SERVICE COMMISSION BOARD

The Civil Service Commission Board administers, through the staff of the Department, provisions of The Civil Service Act and acts as an appellate body with respect to: all appealable matters originating from employees not covered by the provisions of a collective agreement; appeals as provided under applicable collective agreements, and appeals under the Manitoba Government Conflict of Interest Guidelines.

Records

0504 **Civil Service Commission Board - Meeting Files**
Board decisions and background information.
Transferred to Archives after 15 years under CS 0016A.

### 0505 EXECUTIVE OFFICE

The Executive Office provides executive policy direction, control and coordination for Commission programs and advises the government, through the Minister Responsible for The Civil Service Act, on human resource management issues. The office provides direction to the Affirmative Action program, coordination of the Department's communications function and delivery of advisory and administrative services to the Civil Service Commission Board.

Records

0506 **Civil Service Commissioner - Office Files**
Destroyed after 5 years with the exception of amendments to the The Civil Service Act and regulations, and Treasury Board, and Cabinet submissions which are transferred to Archives after 10 years under CS 0067.

0507 **Secretary - Office Files**
Destroyed after 6 and 10 years, subject to archival selection, under CS 0062.

0508 **Project Administration Files**
Correspondence, surveys, proposals and strategies for communications projects such as Affirmative Action and Pay Equity.
Destroyed after 2 years under CS 0086.

### 0509 MANAGEMENT INFORMATION AND SUPPORT SERVICES

Management Information and Support Services coordinates budgetary, accounting and general administrative/office activities for the Commission. It includes the Personnel Information Management branch.

## CIVIL SERVICE COMMISSION

### Records

0510 Director - Office Files
Destroyed after 4 years under CS 0068.

0511 Management Support Services - Office Files
Destroyed after 4 years with the exception of Voucher Accounting System reports which are destroyed after 6 years under CS 0114.

0512 General and Personnel Administration Files
Destroyed after 5 years with the exception of attendance reports which are destroyed after 10 years under CS 0115.

0513 Employee Files
Destroyed 60 years after closure under CS 0116 (Management Information and Support Services files). Transferred to Management Information and Support Services after closure and unnecessary records destroyed under CS 0100 (all branch files).

0514 Financial Administration Files
Financial services to the Department including requisitions, purchases, contracts with consultants, Treasury Board records, garnishment records, write-offs, cash flow reports, vehicle listings and expense reports.
Destroyed after 5 years under CS 0117.

0515 Estimates Files
Destroyed after 7 years under CS 0118.

0516 Voucher Accounting System Files
Destroyed after 4 years with the exception of year-end reports which are destroyed after 6 years under CS 0119.

0517 Payroll System Reports
Destroyed variably under CS 0120.

0518 MEIS Reports
Destroyed variably under CS 0121.

0519 MANAGEMENT INFORMATION AND SUPPORT SERVICES
Personnel Information Management

Personnel Information Management develops and maintains systems and procedures for managing personnel information within the civil service. The branch is responsible for the development of the Manitoba Employee Information System (MEIS) which maintains basic information on most employees and positions within the Manitoba Government.

## CIVIL SERVICE COMMISSION

### Records

0520 Manitoba Employee Information System (MEIS) Computer System
The Manitoba Employee Information System is developed and used by the Commission to track the employees and positions of the Manitoba civil service. It is the principal personnel system for monitoring employment and providing information to department personnel offices to assist in human resource management activities. System reports cover a broad range of financial and personnel management concerns such as appointments, staffing approvals, employee increments, positions purged, benefit eligibility, leaves taken, positions and classifications reviewed and transferred, term and sessional employees, classification analyses, employee histories, pensionable service, seniority listings, affirmative action, terminated employees listings, employees 65 years of age, and salary schedules. For a description of those elements of the system common to government departments consult the entry under **MEIS** in the Access Guide Glossary of Terms and Titles.
Continuously updated (master electronic file) and destroyed variably (input and output) under CS 0061.

0521 Personnel Information Management - Office Files
Destroyed after 4 years with the exception of the Voucher Accounting System reports which are destroyed after 6 years under CS 0069A.

0522 System Specification Files
Development and maintenance of branch computer systems. Includes input requirements, screen formats, processing logic, data base structures, keying procedures, and program listings.
Destroyed once superseded under CS 0070.

0523 **MEIS** - Operations Files
Administration and coordination of **MEIS**. Includes directives and correspondence concerning activities such as document processing, general pay increases and fiscal year-end processing, revisions to **MEIS** user manual, and operational statistics and reports.
Destroyed after 4 years under CS 0074.

## 0524 HUMAN RESOURCE MANAGEMENT

Human Resource Management includes Personnel Services, Program and Policy Development, Employment Counselling and Support Service, Organization and Staff Development, and the Employee Assistance Program.

### Records

0525 Assistant Deputy Minister - Office Files
Destroyed after current year under CS 0079.

CIVIL SERVICE COMMISSION

0526 Operational Files
Policies, programs, activities of Affirmative Action Program including: central Affirmative Action Committee minutes, statistics, and implementation plans; and reports regarding the progress and implementation of affirmative action plans in each department.
Transferred to Archives after 6 years under CS/L 0046.

0527 Affirmative Action Coordinator - Office Files
Destroyed after 4 years under CS/L 0047.

0528 MEIS - Reports
Reports concerning departmental reorganization, vacancies, new and in-service appointments, position listings, employee and position summaries, classifications and affirmative action statistics.
Destroyed variably under CS 0077.

0529 HUMAN RESOURCE MANAGEMENT
Personnel Services

Personnel Services is responsible for the development, administration and maintenance of systems of job evaluation, classification and staffing services throughout the civil service. The branch also provides policy interpretations, advisory and consulting services to departments, and trains managers in staffing and classification activities.

Records

0530 Personnel Services - Office Files
Destroyed after 4 years with the exception of Voucher Accounting System reports which are destroyed after 6 years under CS 0091.

0531 Competition Files for Non-Delegated Departments
Position description, selection criteria, bulletin and/or advertising material, applications, interview questions, list of board members, board reports and related correspondence.
Destroyed after 6 years with the exception of applications which are destroyed after 1 year under CS 0032 and CS 0033.

0532 Treasury Board Minutes
Treasury Board minutes approving the hiring or transfer of employees or additional staff years.
Destroyed after 5 years under CS 0044.

0533 Interchange, Loan and Secondment Agreements
Agreements concerning the interchange, loan, or secondment of employees from and to the civil service. Includes, terms and length of loan, initiating documents, concluding correspondence and financial arrangements agreed to by the parties.
Destroyed 10 years after closure under CS 0063.

Send Applications to Access Guide 0501

CIVIL SERVICE COMMISSION

0534 Waivers of Competition (Non-delegated Departments)
Approvals of appointments made without competition in non-delegated departments. Includes department, staff year, classification, job title, name of appointee, qualifications and experience, and rationale for waiver.
Destroyed after 6 years under CS 0064.

0535 Priority Placements and Reemployment Listings
Availability and placement of government employees to alternate positions as a result of staff year reductions (redeployment).
Transferred to Archives after 10 years under CS 0066.

0536 MEIS - Reports
Reports concerning departmental reorganization, vacancies, new and in-service appointments, position listings, employee and position summaries, classifications and affirmative action statistics.
Destroyed variably under CS 0077.

0537 Career Development Trainee Files
Development and progress of program participants including resumes, affirmative action target group status, work assignments and reviews, performance appraisals, assessment reports, and correspondence between branch, employee and personnel management.
Destroyed 10 years after closure under CS 0080.

0538 Career Development Program Files
Destroyed after 10 years under CS 0113.

0539 Classification Series Files
Development of new and revised standards for classification series unique to certain departments.
Transferred to Archives after 20 years under CS 0087.

0540 Representative Position Description Files
Representative sample of job descriptions of government positions. Includes incumbent's responsibilites and duties, work location, reporting relationship, specifications (intent, scope, qualifications by level) within each classification series, classification analysis (comparison of duties and specifications).
Destroyed after 4 years under CS 0088.

0541 Classification Audit Program Files
Audits of representative samples of positions for confirmation of classification.
Destroyed after 6 years under CS 0089.

0542 Mandatory Medical Referral Files
Medical information regarding individual employees referred by government departments for independent medical or psychological assessments. Includes signed release from the employee, doctor's report and summary for departmental personnel director.
Destroyed after 4 years under CS 0092.

## CIVIL SERVICE COMMISSION

0543 Classification Series Files
Development and revision of job classification standards for series common to different departments.
Destroyed after 20 years under CS 0097.

0544 HUMAN RESOURCE MANAGEMENT
Program and Policy Development

Program and Policy Development develops and communicates human resource management policies, guidelines and programs for the civil service. Staff develop new or revise existing policies and programs which respond to the policy direction of government, are consistent with legislation and negotiated provisions of collective agreements that contribute to fair and equitable treatment of employees in the civil service, and assist departments to manage their human resources.

Records

0545 Program and Policy Development - Office Files
Destroyed after 4 years with the exception of Voucher Accounting System reports which are destroyed after 6 years under CS 0094.

0546 Policy Files
Development and approval of the government's personnel management policies and procedures. Includes legislative research and development, case precedents, Treasury Board and Cabinet submissions. Subjects include recruitment, selection, pay administration, position administration, labour relations, employment conditions, benefits, and classifications.
Transferred to Archives after 10 years under CS 0095.

0547 Staffing Audit Files
Monitoring and evaluation of recruitment and selection processes in delegated departments. Includes analyses practices, and statistics concerning recruitment, selection, and acting and term appointments.
Destroyed after 6 years under CS 0093.

0548 Employment Statistics - Computer System
Employment, appointment, and competition statistics by department including the number of competitions held, applications received, interviews conducted, and applicants appointed.
Continuously updated (master electronic file); destroyed variably (input and output) with the exception of the year-end reports which are transferred to Archives after 7 years under CS 0098.

0549 Staff Year Control - Computer System
Staff years approved for government departments including departmental estimates, requests for staff year approval adjustments, copies of Treasury Board or Cabinet minutes concerning adjustment, MEIS reports and breakdown of staff years approved, committed and vacant for regular and contract staff, and staff complements by department.
Continuously updated (master electronic file); destroyed after 10 years (input and output) under CS 0099.

Send Applications to Access Guide 0501

## CIVIL SERVICE COMMISSION

0550 **MEIS - Reports**
Reports concerning departmental reorganization, vacancies, new and in-service appointments, position listings, employee and position summaries, classifications and affirmative action statistics.
Destroyed variably under CS 0077.

0551 **HUMAN RESOURCE MANAGEMENT**
**Employment Counselling and Support Services**

Employment Counselling and Support Services provides a wide range of employment and counselling services to Affirmative Action target group members as well as current and potential civil service employees. Staff conduct outreach recruitment activities and make use of a centralized inventory of applicants to register and refer applicants to entry level clerical, secretarial and a variety of temporary positions.

Records

0552 Employment Counselling and Support Services - Office Files
Destroyed after 5 years under CS 0084.

0553 Applicant Inventory System - Client Files
Services to Applicant Inventory clients including career planning and referrals.
Destroyed 15 months after closure under CS 0082.

0554 Applicant Inventory System - Computer System
Inventory of persons who may be qualified for non-bulletined positions. Includes Affirmative Action target group information, education, skills and abilities, and typing tests results.
Continuously updated (master electronic file); destroyed variably (input and output) under CS 0083.

0555 Applicant Inventory System - Referral Files
Referral administration and statistics.
Destroyed after 3 years under CS 0085.

0556 **HUMAN RESOURCE MANAGEMENT**
**Organization and Staff Development**

Organization and Staff Development provides development seminars and programs for the civil service which support human resource policies. The branch also assesses service-wide needs for management development, occupational performance, organizational development consulting and skills training, and responds to specific training requirements of departments.

Records

0557 Organization and Staff Development - Office Files
Destroyed after 7 years under CS 0043.

## CIVIL SERVICE COMMISSION

0538 Course Application Forms
Applications for courses offered by the branch.
Destroyed after 1 year under CS 0020.

0539 Training Course Registration - Computer System
Enrolment, confirmation, attendance, and completion information for applicants registered in branch courses.
Continuously updated (master electronic file); destroyed after use (output) under CS 0111.

0540 Course Files
Development and delivery of courses offered to government employees including requests for calendar and special courses, course design and research material, and contracts with departments for special or in-house courses.
Destroyed after 3 years under CS 0108.

0541 Trainer Secondment Program
Participation of employees in Trainer Secondment Program which is designed to train government employees as course leaders.
Destroyed after 6 years under CS 0109.

0542 Consulting Files
Consulting services to departments including needs analyses, feasibility studies, research materials, final reports and implementation plans. Assistance is offered in program and organization development, strategic planning, performance management and appraisals, leadership development, and counselling.
Destroyed after 6 years under CS 0110.

0543 Special Project Files
Course and policy development including special initiatives such as Affirmative Action, All Charities Training, career pathing inventory, educational leave, executive development and intercultural training.
Destroyed after 10 years, subject to archival selection, under CS 0112.

0544 Audio Visual Course Material
Slides with accompanying audio tapes, video and cassette tapes and films, used in the design and delivery of courses for civil service training.
Destroyed when no longer required, subject to archival selection, under CS 0123.

0545 PMIS - Reports
Reports concerning departmental reorganization, vacancies, new and in-service appointments, position listings, employee and position summaries, classifications and Affirmative Action statistics.
Destroyed variably under CS 0077.

CIVIL SERVICE COMMISSION

0566 HUMAN RESOURCE MANAGEMENT
Employee Assistance Program

The Employee Assistance Program is a confidential, voluntary service which assists employees and their families who are experiencing personal, emotional, and/or health related problems. The branch assesses the nature of the difficulty and either provides counselling or makes a referral to an appropriate helping resource. The Program is a joint labour-management service.

Records

0567 Employee Assistance Program - **Office Files**
Destroyed after 4 years with the exception of the **Voucher Accounting System** report which is destroyed after 6 years under CS 0124.

0568 Client Files
Counselling of Employee Assistance Program clients including personal data; release/exchange of information consent form; progress notes; and correspondence with personnel directors and outside agencies or individuals such as the Alcoholism Foundation or the client's physician. Destroyed after 5 years under CS 0078.

0569 LABOUR RELATIONS

Labour Relations includes Negotiation Services, Compensation Services and Benefits and Records Administration.

Records

0570 Assistant Deputy Minister - **Office Files**
Destroyed after 5 years under CS 0101.

0571 LABOUR RELATIONS
Negotiation Services

Negotiation Services represents the government as the employer in all collective bargaining in the Manitoba civil service. Staff negotiate and administer collective agreements and process grievances and arbitrations on behalf of management. The branch also consults with agencies within the public sector.

Records

0572 Negotiation Services - **Office Files**
Destroyed after 4 years with the exception of **Voucher Accounting System** reports which are destroyed after 6 years under CS 0102.

CIVIL SERVICE COMMISSION

0573 Negotiations Files
Record of negotiations between Labour Relations Division, Civil Service Commission and employee unions and associations.
Transferred to Archives after 35 years under CS 0054.

0574 Negotiations Services - Agreements and Pay Plans
Signed collective agreements between the government, as employer, and its various employee unions and associations. Agreements encompass working conditions and practices.
Transferred to Archives after 35 years under CS 0056.

0575 Arbitration Files (Copies)
Grievance and interest arbitration decisions regarding government employees and/or their unions. Includes copy of arbitrator's report, award, relevant appendices, evidence and joint statements of fact.
Destroyed once operational requirements cease under CS 0081.

0576 Grievance/Abitration Files
Processing of grievances filed by government employees and efforts to resolve, either informally or through arbitration. Includes grievance forms, discussion papers, interview records, investigations, settlement strategies, and arbitration decisions.
Transferred to Archives after 25 years under CS 0103.

0577 Grievance Arbitration Referral Program - Computer System
Grievances filed by government employees. Includes information concerning grievor and reports concerning grievance and arbitration decisions.
Continuously updated (master electronic file); destroyed variably (input and output) under CS 0104.

0578 Investigation Files
Investigations of employees or departments on subjects such as sexual harassment, conflict of interest, discrimination, and general labour relations issues.
Transferred to Archives after 25 years under CS 0105.

0579 Research and Policy Files
Research, development and implementation of labour relations and benefit policies in the Manitoba civil service. Subjects includes collective agreement articles, and research concerning the implementation of new classifications.
Transferred to Archives after 25 years with the exception of files concerning other governments and organizations which are destroyed after 25 years, subject to archival selection, under CS 0106.

0580 MHIS Reports
Destroyed after use with the exception of the Employee Classification Analysis which is transferred to Archives after 5 years under CS 0122.

## CIVIL SERVICE COMMISSION

0581 LABOUR RELATIONS
Compensation Services

Compensation Services develops, recommends and maintains pay and benefit policies for the civil service and recommends any non-negotiable benefit policies. The branch also provides consultative and interpretive services with public and private sector organizations, and is responsible for the research and development of new benefit policies and programs.

Records

0582 Compensation Services - Office Files
Destroyed after 12 years under CS 0055.

0583 Surveys - (Classification/Job Match)
Surveys from the private sector, Crown corporations, other levels of government regarding civil service classifications and salaries, and the responses of the branch.
Destroyed after 3 years under CS 0057.

0584 Exclusions Reporting - Computer System
Positions excluded from bargaining units. Includes incumbent, department, position, working title, classification, and sex of employee.
Continuously updated (master electronic file); destroyed when superseded (output) under CS 0090.

0585 Pay Equity Information - Computer System
Employee counts, pay rates, work frequencies in bargaining unit and excluded classifications in the civil service, and reports concerning male and female dominated classifications in the civil service and pay ratios.
Continuously updated (master electronic file); transferred to Archives after 15 years (output) under CS 0107.

0586 MEIS Reports
Destroyed after use with the exception of the Employee Classification Analysis which is transferred to Archives after 5 years under CS 0122.

0587 LABOUR RELATIONS
Benefits and Records Administration

Benefits and Records Administration provides administrative support services to the various government benefit plans including: the Ambulance and Hospital Semi-Private plan, Dental Plan and Long Term Disability Plan, Workers' Compensation and seniority, pensionable and long service recognition programs. The branch also develops and administers procedures supporting records management activities including requests for information under The Freedom of Information Act.

CIVIL SERVICE COMMISSION

Records

0588 Central Employee Files, 1918-1990
Central employee files for the civil service including MEIS transaction documents reflecting administration of benefits handled by the Commission.
Transferred to Archives 25 years after closure under CS 0008.

0589 Workers' Compensation Claims to 1990
Administration of the Workers' Compensation Plan for employees for whom there is no central employee file. Includes the report of accident and/or injury while at work and any associated leave documents.
Destroyed after 2 years under CS 0048.

0590 Benefits and Records Administration - Office Files
Destroyed after 4 years with the exception of the Voucher Accounting System Reports which are destroyed after 6 years under CS 0072A.

0591 Benefits Administration Files
Administration and coordination of benefits and insurance plans for the civil service.
Destroyed variably under CS 0073.

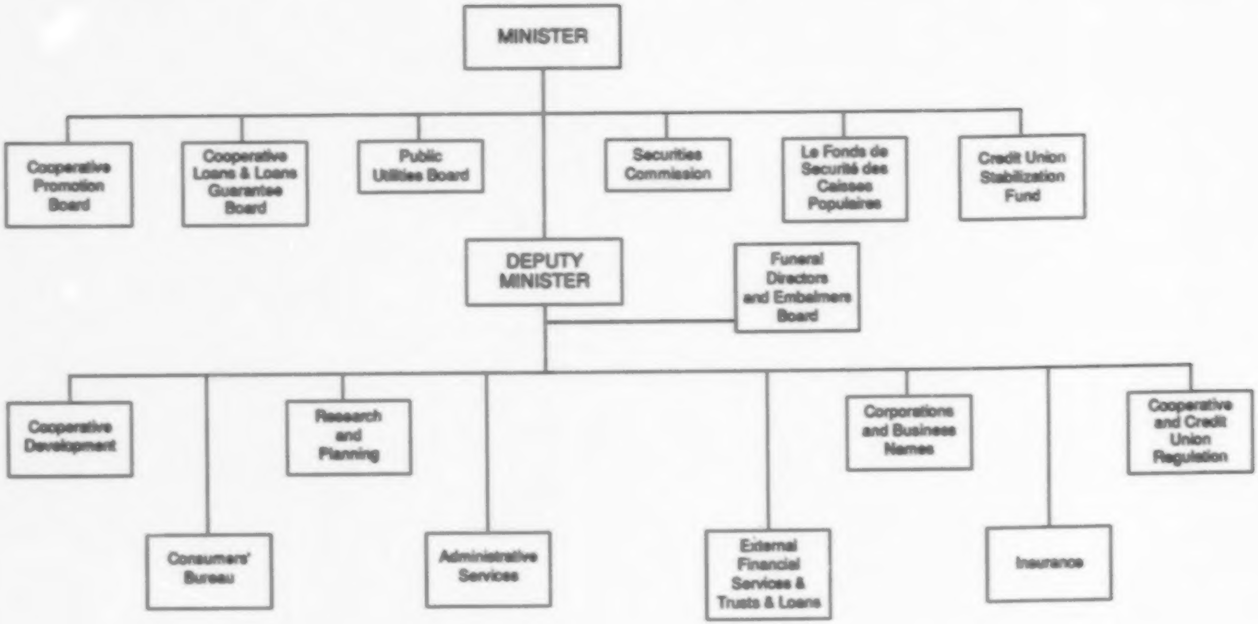
0592 Long Term Disability Insurance Plan (LTD) Client Files
Processing of applications for, and monitoring of, benefits paid to Long Term Disability clients. Includes disability claim and correspondence with insurance company, Superannuation Board, and Canada Pension concerning claim status, rehabilitation, alternate employment, and overpayment collection.
Destroyed 25 years after closure, that is when application is declined or benefits cease under CS 0075.

0593 Long Term Disability Records - Computer System
Client, statistical, and financial information concerning the Long Term Disability Plan. Includes disability, claim, and rehabilitative information for plan applicants and recipients, and aggregate reports.
Continuously updated (master electronic file); destroyed variably (input and output) under CS 0076.

0594 MEIS Reports
Destroyed variably under CS 0121.

0595 Freedom of Information Applicant Files
Processing of Freedom of Information applications received by the Commission.
Destroyed 2 years after final disposition of the application under CS 0126.

# COOPERATIVE, CONSUMER AND CORPORATE AFFAIRS


MINISTER
Cooperative Promotion Board
Cooperative Loans & Loans Guarantee Board
Public Utilities Board
Securities Commission
Le Fonds de Securité des Caisses Populaires
Credit Union Stabilization Fund
DEPUTY MINISTER
Funeral Directors and Embalmers Board
Cooperative Development
Consumers' Bureau
Research and Planning
Administrative Services
External Financial Services & Trusts & Loans
Corporations and Business Names
Insurance
Cooperative and Credit Union Regulation

## MANITOBA COOPERATIVE, CONSUMER AND CORPORATE AFFAIRS

0625 Manitoba Cooperative, Consumer and Corporate Affairs is one of the oldest departments in the Manitoba Government. Established in 1870 as the Provincial Secretary it held that title until 1968 when it was renamed the Department of Consumer and Corporate Affairs. The Department of Cooperative Development was established in 1971 and in 1988 it combined with Consumer and Corporate Affairs to become Manitoba Cooperative, Consumer and Corporate Affairs.

In addition to its current duties the Department has had at various times responsibility for the administration of the Queen's Printer, the Film Censor Board, the Rentalsman and the Rent Regulation Bureau. In the 19th century the Provincial Secretary was also responsible for education in Manitoba.

The mandate of the Department is to protect the public and to maintain a marketplace in which businesses can compete fairly. It also promotes and assists in the development and regulation of cooperatives and credit unions, informs and assists consumers and businesses, and administers related legislation.

0626 Applications for access to the records of Manitoba Cooperative, Consumer and Corporate Affairs may be sent to the Access Coordinator:

Freedom of Information
Access Coordinator
Manitoba Cooperative, Consumer and Corporate Affairs
1034 - 405 Broadway
Winnipeg
R3C 3L6
Ph: 945-2653

Arrangements for examining records and for obtaining photocopies may be made through the Access Coordinator.

All government offices are listed by community at the end of the Access Guide green pages.

0627 The Access Officer for Manitoba Cooperative, Consumer and Corporate Affairs is:

Director, Administration
Manitoba Cooperative, Consumer and Corporate Affairs
1034 - 405 Broadway
Winnipeg
R3C 3L6

MANITOBA COOPERATIVE, CONSUMER AND
CORPORATE AFFAIRS

MINISTER'S OFFICE

Records

0628 Minister - **Office Files**
Transferred to Archives after 6 years under CCA 0008.

MINISTERIAL RESPONSIBILITIES

0629 COOPERATIVE PROMOTION BOARD

The Cooperative Promotion Board operates under the terms of The Wheat Board Money Trust Act. The Board acts as a trustee for those surplus funds of the original Canadian Wheat Board which were apportioned to Manitoba by the federal government.

As trustee the Board utilizes the investment income to promote research into cooperative organizations, support educational programs on cooperatives and make grants to cooperative or agricultural organizations.

Records

0630 Cooperative Promotion Board - **Office Files**
Reports on Board activities, submissions from cooperatives.
Destroyed after 6 years, **subject to archival selection** of reports, submissions and policy documents, under CCA/CD 0005.

0631 Minutes
Proceedings of the Board
Transferred to Archives after 5 years under CCA/CD 0004.

0632 COOPERATIVE LOANS AND LOANS GUARANTEE BOARD

The Cooperative Loans and Loans Guarantee Board is empowered by The Cooperative Association Loans and Loans Guarantee Act to make loans or loan guarantees to eligible cooperative organizations.

Records

0633 Cooperative Loans and Loans Guarantee Board - **Office Files**
Reports of loan activities, loan agreements, auditor's report, board appointments.
Destroyed after 6 years, **subject to archival selection** of policy documents, under CCA/CD 0007.

0634 Minutes
Deliberations and decisions concerning the granting of loans and loan guarantees to cooperatives. Reports and updates of existing loan agreements between the Board and cooperatives.
Transferred to Archives after 10 years under CCA/CD 0008.

MANITOBA COOPERATIVE, CONSUMER AND
CORPORATE AFFAIRS

0635 Cooperative Files
Communication between Board and cooperatives in receipt of assistance.
Destroyed 6 years after loan agreements expire under CCA/CD 0006.

0636 PUBLIC UTILITIES BOARD

The Public Utilities Board is an independent quasi-judicial body operating under the authority of the Manitoba Legislature.

The Board exercises general supervision over the operations of natural gas and propane distribution utilities in Manitoba, including rates, service practices, safety and certain specified business operations. Pursuant to The Crown Corporations Act the Board reviews and approves certain rates of Manitoba Telephone System, Manitoba Hydro, and Manitoba Public Insurance Corporation compulsory insurance rates.

The Board administers portions of The Municipal Act pertaining to water and sewer utilities. It also acts as an appellate tribunal in appeals under The Highways Protection Act of certain decisions of the Highway Traffic Board and administers The Public Utilities Board Act, The Prearranged Funeral Services Act and The Cemeteries Act.

Records

0637 Public Utilities Board - **Office Files**
Destroyed after 10 years under PUB 0021.

0638 Transcripts of Proceedings
Transcripts of hearings with the exception of Highway Traffic Board appeals and water and sewer hearings.
Transferred to Archives after 10 years under PUB 0019.

0639 Meeting Tapes
Tape recordings of all Board hearings except Highway Traffic Board and water and sewer hearings.
Erased 1 year after issuance of Board decision under PUB 0018.

0640 Board Orders
Board decisions.
Transferred to Archives after 20 years under PUB 0017.

0641 Public Utilities Board - **Minutes**
Transferred to Archives after 20 years under PUB 0020.

0642 Gas Companies - Administration Files
Board monitoring of gas companies as required by The Public Utilities Act and The Gas Pipe Line Act including annual and monthly reports, inspection reports, special contracts, inquiries, and complaints.
Destroyed after 20 years under PUB 0007.

Send Applications to Access Guide 0626

MANITOBA COOPERATIVE, CONSUMER AND
CORPORATE AFFAIRS

0643 Gas Companies - Franchise Applications
Proceedings and decisions of natural gas franchise applications including: applications, reports, plans, drawings, franchise agreements.
Transferred to Archives after 20 years under PUB 0006.

0644 Gas Utilities
Applications for the establishment or increase of gas utility rates and the analysis and decision of the Board. Files include: applications, hearing administration records, correspondence between Board advisors and Board administration, exhibits (affidavits re proof of notice publications, interrogatories, interventions), Board orders, decisions, minutes.
Transferred to Archives after 20 years under PUB 0008.

0645 Pipeline - Plans and Drawing
Plans of proposed and completed natural gas and propane pipelines of distribution companies regulated by the Public Utilities Board. Master ("as built") plans submitted annually, proposed plans as required.
Destroyed once superseded or microfilmed (proposed plans); destroyed following Board's analysis of plant for rate purposes (master plans) under PUB 0009.

0646 Sewer and Water Utilities - Hearings and Correspondence
Board decisions respecting sewer and water utilities in Manitoba including methods of recovery pertaining to revenue deficits, amendments or establishment of rates, establishment of utility reserve funds and withdrawal from same.
Transferred to Archives after 20 years under PUB 0010.

0647 Transit - Hearings
Applications for rate establishment or increases, proposed by-laws, rate studies, Board authorities to pass by-laws, correspondence.
Transferred to Archives after 20 years under PUB 0014.

0648 Cablevision - Hearing Files
Board adjudication of disputes between the Manitoba Telephone System and licensed cable television operators including: applications; preliminary correspondence with Manitoba Telephone System or cable operators; exhibits (affidavits re proof of notice publication, interrogatories, interventions); Board orders; hearing minutes; hearing administration records.
Transferred to Archives after 20 years under PUB 0013.

0649 Manitoba Telephone System - Administration Files
Correspondence between the Board and Manitoba Telephone System, maps of rate boundaries, complaints, market trials for new equipment.
Destroyed after 20 years under PUB 0004.

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0650 Manitoba Telephone System - Hearing Files
Applications for, changes in, or introduction of, Manitoba Telephone System tariffs; changes in toll charges; and requested use of Manitoba Telephone System equipment. Files include: applications, exhibits (affidavits re proof of notice of publication, interrogatories, interventions), Board orders, decision minutes, hearing administration records.
Transferred to Archives after 20 years, **subject to archival selection**, under PUB 0005.

0651 The Cemeteries Act Files
Licensing of cemeteries as required by The Cemeteries Act. Files include: licence applications, plans, agreements between cemeteries and trust companies; financial statements and fee revision applications; complaints and investigations conducted by the Board.
Transferred to Archives 30 years after closure under PUB 0001.

0652 Agent Files
Applications for, and approvals of, licences to sell, lease, or rent space in cemeteries, columbaria and mausoleums as required by The Cemeteries Act. Includes annual applications for licences, receipts, copies of licences, correspondence.
Destroyed after 7 years under PUB 0002.

0653 Prearranged Funeral Services Act Files
Licensing of funeral directors as required by The Prearranged Funeral Services Act and licencees' compliance with legislation including licensing records, annual returns of contract holders, trustees' statements regarding trust funds, surety bond renewal certificates, applications for price revision.
Transferred to Archives after 30 years under PUB 0003.

0654 Manitoba Hydro - Appeal Files
Appeals respecting hydro rates and Board recommendations including: exhibits, applications for rate review, interventions/interrogatories, affidavits re proof of notice publication.
Transferred to Archives after 10 years under PUB 0016.

0655 The Highways Protection Act - Hearing Files
Appeals of Highway Traffic Board decisions regarding applications for permits to construct access roads onto provincial highways including: correspondence between appellants and the Highway Traffic Board, notifications of hearings, exhibits, minutes of hearings.
Transferred to Archives after 10 years under PUB 0015.

0656 Liquor Control Commission - Hearing Files, 1957-1984.
Applications for changes in the wholesale price of beer paid by the Commission to Manitoba breweries including: correspondence with Liquor Control Commission, applications, exhibits (affidavits re proof of notice of publications, interrogatories), Board Orders, hearing minutes, hearing administration.
Transfer to Archives under PUB 0012.

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0657 **Accounts Payable Files**
Destroyed after 4 years under PUB 0022.

0658 **Accounts Receivable Files**
Destroyed after 7 years under PUB 0023.

0659 **Employee Files**
Destroyed 2 years after closure under PUB 0024.

0660 MANITOBA SECURITIES COMMISSION

The Manitoba Securities Commission protects the public and facilitates the legitimate raising of capital while maintaining integrity and standards in the securities, real estate, and mortgage industries.

The Securities Commission licenses securities dealers, brokers, underwriters, and investment counsel. It requires that full, true, and plain disclosure be made in respect of new issues of securities and provides a regulatory scheme designed to make a full range of financial and other information available to shareholders and the public. It also licenses and regulates the activities or real estate and mortgage brokers, dealers and sales people and investigates alleged contraventions of the following: The Commodity Futures Act, The Mortgage Brokers and Mortgage Dealers Act, The Real Estate Brokers Act, The Securities Act. In addition the Commission oversees the self-regulatory activities of the Winnipeg Commodity Exchange.

Internal Indexes: **Office Files** - File
List.

Records

0661 Prospectus Files
Applications seeking Commission's authority to publicly offer securities in Manitoba and analysis of documentation. Files include: prospectuses, financial statements, resolutions of boards of directors, escrow agreements, engineering reports, correspondence between the Commission and other commissions, working papers.
Destroyed after 30 years under CCA 0026.

0662 Correspondence and Publications
Inquiries and publications related to securities legislation.
Destroyed after 2 years under CCA 0072.

0663 Financial Disclosures under Parts X and XII of The Securities Act
Financial disclosure by issuers of equity securities for sale to public investors in Manitoba as required by The Securities Act including: annual financial statements and annual reports, notices of annual meetings, information circulars, proxies, interim financial statements.
Destroyed after 20 years under CCA 0021.

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0664 Exemption Orders issued under Section 20, 59, and 89 of The Securities Act
Applications and supporting documentation leading to the issuance of exemption orders permitting certain trades to occur pursuant to the terms of the order rather than the usual statutory requirements for such trades.
Destroyed after 30 years under CCA 0038.

0665 Foreign Land Filings under Part VI of The Securities Act
Applications from Manitoba resident purchasers to trade in land and condominium projects outside Manitoba, and the Commission's analysis of applications. Files include: prospectuses, correspondence and annual financial statements.
Destroyed after 15 years under CCA 0028.

0666 Complaints, Investigations and Hearings
Complaints filed with the Commission regarding violations of The Real Estate Brokers Act including correspondence with complainants and respondents, exhibits filed at Commission hearings, court prosecutions.
Destroyed after 20 years under CCA 0029.

0667 Real Estate Brokers Registration Files
Registrations of real estate brokers under The Real Estate Brokers Act including: annual renewal applications, receipts for annual renewal fees, correspondence related to amendments, changes in officers and directors, auditors' trust reports.
Destroyed after 15 years under CCA 0030.

0668 Registration Certificates for Real Estate Registrants
Certificates issued to real estate brokers under The Real Estate Brokers Act.
Destroyed after 4 years under CCA 0031.

0669 Office Correspondence
Inquiries related to The Real Estate Brokers Act.
Destroyed after 15 years under CCA 0032.

0670 Real Estate Sales Files
Registration of real estate sales persons under The Real Estate Brokers Act including: annual renewal applications, receipts for renewal fees, correspondence regarding amendments to registrations.
Destroyed 10 years after closure under CCA 0033.

0671 Real Estate Authorized Officials Files
Registration files of authorized officials under The Real Estate Brokers Act.
Destroyed after 10 years under CCA 0042.

0672 Finance Company Files
Annual, semi-annual and other reports.
Destroyed after 20 years under CCA 0071.

## MANITOBA COOPERATIVE, CONSUMER AND CORPORATE AFFAIRS

0673 Insider Trading Reports Files
Reports of purchases or sales by director or officer of a company or shareholder owning more than 10% of company's securities.
Destroyed after 20 years under CCA 0073.

0674 Investigation and Enforcement Files
Letters of complaint, investigation reports, transcripts of hearings and examinations under oath and police reports.
Transferred to Archives after 30 years under CCA 0074.

0675 Registration Files - Securities Brokers and Dealers
Applications forms, surety bonds, financial statements, dual licensing agreements, registration certificates, lists of directors, disclosure of shareholdings and cash receipts.
Destroyed after 20 years under CCA 0075.

0676 Registration Files - Securities Salesmen
Application forms, cash receipts, police checks, and copies of registrations.
Destroyed after 20 years under CCA 0076.

0677 Prompt Qualification System Files
Applications, prospectuses, continuous disclosure material, engineering reports and related documentation.
Destroyed after 30 years under CCA 0077.

0678 Mortgage Brokers Registration Files
Registration of mortgage brokers under The Mortgage Brokers and Mortgage Dealers Act including: annual renewal applications, receipts for renewal fees, correspondence dealing with amendments to registrations, changes in officers and directors.
Destroyed 10 years after closure under CCA 0035.

0679 Mortgage Brokers Certificates
Annual certificates issued to mortgage brokers under The Mortgage Brokers and Mortgage Dealers Act.
Destroyed after 4 years under CCA 0036.

0680 Rights Offerings
Requests by companies for 'no-objection' from the Commission upon application of the company to offer for sale its own securities or "rights" to purchase such securities, including securities offered to employees in the company's share purchase and dividend reinvestment plans. Includes applications, offering material, annual financial statements and 'no-objection' letters.
Destroyed after 15 years under CCA 0037.

Send Applications to Access Guide 0626

## MANITOBA COOPERATIVE, CONSUMER AND CORPORATE AFFAIRS

### 0681 LE FONDS DE SECURITE DES CAISSES POPULAIRES

Le Fonds de Securite des Caisses Populaires guarantees the deposits of members of caisses populaires and promotes and ensures the development of sound financial procedures and controls to protect caisses populaires against financial losses in accordance with The Credit Unions and Caisses Populaires Act.

### 0682 CREDIT UNION STABILIZATION FUND

The Credit Union Stabilization Fund guarantees the deposits of members of credit unions and ensures and promotes the development of sound financial procedures and controls to protect credit unions against financial losses in accordance with The Credit Unions and Caisses Populaires Act.

### 0683 FUNERAL DIRECTORS AND EMBALMERS' BOARD

The Board makes regulations under The Embalmers and Funeral Directors Act, prescribes educational requirements for approved schools, provides for the issue of certificates of qualification and the issue and renewal of licences and permits for qualified funeral directors and embalmers.

### 0684 DEPUTY MINISTER

Internal Indexes: Office Files - Master File Key.

Records

0685 Deputy Minister - Office Files
Transferred to Archives after 6 years under CCA 0007.

### 0686 COOPERATIVE DEVELOPMENT

Cooperative Development is responsible for the promotion, development and regulation of cooperative enterprise in Manitoba. It assists groups and communities to establish social and economic cooperatives. The branch assists cooperatives with training, consulting (management and operational), the preparation of incorporation documents, and locates sources of financial support. It also administers the Cooperative Promotion Board and the Cooperative Loans and Loans Guarantee Board programs.

Records

0687 Cooperative Development - Office Files
Destroyed after 6 years under CCA/CD 0009.

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0688 National Association of Administrators of Cooperative Legislation Files
Communication with members concerning legislation governing cooperatives, as well as economic issues of concern nationally to cooperatives and credit unions.
Destroyed after 10 years under CCA/CD 0010.

0689 Employment Cooperative Program Files
Assistance to various groups demonstrating interest in forming employment cooperatives including evaluations, research studies and Cabinet submissions. An employment cooperative is an enterprise owned and operated by its employees.
Destroyed after 6 years, subject to archival selection, under CCA/CD 0011.

0690 Employment Cooperative Program - Cooperative Files
Assistance (financial and administrative) to employment cooperatives including contracts and agreements.
Destroyed after 6 years under CCA/CD 0012.

0691 Cooperative Homestart Program - Office Files
Administrative manuals, minutes of Coop Homestart Task Force which maintains communications between Manitoba Cooperative Development and Manitoba Housing and approves applications from cooperatives for financial assistance.
Destroyed after 6 years; with the exception of the minutes of Coop Homestart Task Force which are transferred to Archives under CCA/CD 0013.

0692 Cooperative Homestart Program - Cooperative Files
Financial assistance to housing cooperatives for the promotion and development of cooperative housing projects including: applications for start up grants, recommendation forms for assistance (from Canada Mortgage and Housing Corporation), and reports.
Destroyed 10 years after financial obligations have been fulfilled under CCA/CD 0014.

0693 Cooperative Relations Files, 1983-1987
Communications with representatives of Manitoba cooperatives and the coordination/production of promotional and informational materials including: correspondence, press releases, and brochures.
Destroy after 7 years under CCA/CD 0027.

0694 CONSUMERS' BUREAU

The Consumers' Bureau is responsible for the administration of consumer protection laws (The Charities Endorsement Act, The Consumer Protection Act, The Hearing Aid Act and Regulation, The Personal Investigations Act, and 'The Bedding, Upholstered and Stuffed Articles Regulation' of The Public Health Act).

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0694 contd It supplies consumer information to buyers and sellers, borrowers, and lenders, and provides a forum for the hearing, investigation and mediation of consumer complaints. The Bureau licenses and oversees the bonding of vendors and collection agents and prepares information for prosecutions. It also identifies issues and makes recommendations for possible legislative amendments and speaks to consumer, business and service organizations.

Records

0695 Consumers' Bureau - Office Files
Destroyed after 5 years under CCA 0045.

0696 Prosecution Files
Investigations leading to prosecutions including legal documentation and prosecution register.
Destroyed after 5 years under CCA 0043.

0697 Client Files - Direct Sellers, Collectors, and Hearing Aid Dealers
Records of licenced or registered applicants.
Destroyed after 3 years under CCA 0044.

0698 Client Files - Vendors Collection Agents, Charities and Manufacturer/Renovators
Records of licensing and registration process.
Destroyed after 7 years under CCA 0054.

0699 R.C.M.P. Listing Book
Name and birthdate of applicants for licence or registration, prepared for R.C.M.P. screening for criminal record.
Destroyed after 1 year under CCA 0046.

0700 Mail Control Records
Records of certified and registered mail sent and received.
Destroyed after 2 years under CCA 0047.

0701 NSF and Returned Cheque Register
Destroyed after 6 years under CCA 0048.

0702 Petty Cash Log Book
Destroyed after 3 years under CCA 0049.

0703 Refund Vouchers
Vouchers authorizing refund cheques to licensing applicants.
Destroyed after 4 years under CCA 0050.

0704 Licenses - Audit Copies
Copies of licenses issued to direct sellers, vendors, collection agents and manufacturers/renovators.
Destroyed after 7 years under CCA 0051.

0705 Revenue Records
Receipt books, log sheeet of monies received and record of bank deposits.
Destroyed after 7 years under CCA 0052.

0706 Legal Opinions Book
Requests to departmental solicitor for interpretation of different sections of The Consumer Protection Act and replies.
Microfilm copy transferred to Archives under CCA 0053.

0707 Vendor Files
Licensing of vendors including: applications, vendors' sales contracts, penal bonds, conditions of licences.
Destroyed after 6 years under CCA 0002.

0708 Registers - Vendors and Collection Agents
Fees paid by vendors, direct sellers, collection agents, manufacturers/renovators and hearing aid dealers.
Destroyed after 7 years under CCA 0056.

0709 Hearing Aid Board Minutes
Transferred to Archives after 15 years under CCA 0058.

0710 Enquiry Records
Consumer Complaints submitted to the Bureau, including summary cards, correspondence and record books.
Destroyed after 5 years under CCA 0055.

0711 Complaint Cards
Index to enquiry records.
Destroyed after 5 years under CCA 0057.

## 0712 RESEARCH AND PLANNING

Research and Planning provides support services of an economic, statistical and investigatory nature to the Department. These services include a range of activities such as: investigating marketplace problems and identifying alternative remedies for them; conducting price surveys; developing legislation and other action options; assessing the value of adopting legislation existing in other provinces; and analysing markets and other aspects of cooperative development projects.

The branch is also responsible for Parts II and III of The Manitoba Evidence Act which deals with the appointment of notaries public and commissioners for oaths.

Internal Indexes: **Office Files** - File List.

Records

0713 Research and Planning - **Office Files**
Destroyed after 5 years under CCA 0097.

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0714 Research Files
Research results relating to consumer and marketplace concerns.
Destroyed, **subject to archival selection**, under CCA 0096.

0715 ADMINISTRATIVE SERVICES

Administrative Services includes Financial Services and Personnel Services. It provides financial, personnel management and administrative services to the Department. It reviews and recommends changes in Department and branch organization and in the administrative and delivery systems of the Department. It establishes and administers the Department's financial policies, systems and procedures, allocates budgeted resources to programs, and ensures that funds are properly collected, spent, and accounted for.

Records

0716 Administration - Office Files
Destroyed after 5 years under CCA 0094.

0717 Commissioners for Oaths - Appointment Stubs
Commissioners of Oaths certificate numbers, names of applicants.
Destroyed after 7 years under CCA 0011.

0718 Commissioner for Oaths Appointment Files
Records of appointments and renewals of Commisioners for Oaths.
Destroyed after 19 years under CCA 0078.

0719 Notary Public Appointment Files
Records of appointments and renewals of Manitoba Notaries Public.
Destroyed after 15 years under CCA 0079.

0720 Land Surveyors' Oaths Files, 1930-1971
Land surveyors' oaths of office and of allegiance and receipt of bonds.
Transferred to Archives under CCA 0091.

0721 Appointments Registers
Registers and index cards on special appointments, including justice of the peace, incorporations of towns, villages and local government districts and housing authorities, letters patent, notary public-limited, medical examiner, issues of marriage licenses, game warden, police magistrate, and Queen's counsel.
Transferred to Archives after registers are filled and have become inactive or after institution of electronic recording system under CCA 0092.

0722 Reconciliation Statements Files
Copies of verified revenue reconciliation statements and working papers recording revenues.
Destroyed after 3 years under CCA 0095.

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0723 Financial Systems Reports
Payroll, expenditure and revenue computer printout.
Destroyed after 7 years under CCA 0130.

0724 Personnel - Legislative Assembly Files
Legislative Assembly payrolls.
Destroyed after 7 years under CCA 0017.

0725 Personnel - Legislative Assembly Position Description Files.
Legislative Assembly job description establishment material.
Destroyed after 2 years under CCA 0085.

0726 Personnel - Legislative Assembly Personnel Administration Files
Records of development of personnel policies and procedures.
Destroyed after 5 years under CCA 0088.

0727 Personnel - Position Description Files
Departmental job description establishment material.
Destroyed after 2 years under CCA 0084.

0728 Personnel - Personnel Administration Files
Personnel policy delivery and development material such as counselling material, correspondence, series review records and employee benefit information.
Destroyed after 5 years under CCA 0086.

0729 Personnel - Workplace Safety and Health Departmental Files
Minutes of the Workplace Safety and Health Committee and records of training and information sessions on workplace safety and health.
Destroyed after 5 years under CCA 0087.

0730 Personnel - Affirmative Action Program Files
Minutes of departmental committee and coordinators meetings, questionaires and statisitics, departmental affirmative action plans, target group member applications and training material for committee members, management and staff.
Destroyed after 20 years under CCA 0089.

0731 **Orders-in-Council**
Destroyed after 15 years under CCA 0009.

0732 Consumer's Bureau - License Application Receipts
Monies received by the Consumer's Bureau for licence applications (vendor, direct seller, funeral home, bedding and upholstery, hearing aid, trade school).
Destroyed after 7 years under CCA 0012.

0733 Advertising Records
Record of monies received by Corporations Branch for notices published in *The Manitoba Gazette*.
Destroyed after 7 years under CCA 0010.

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0734 **Cash Register Tapes**
Monies received and processed through the cash register daily by Corporations Branch.
Destroyed after 7 years under CCA 0013.

0735 Corporations Branch - Deposit Slips
Destroyed after 7 years under CCA 0014.

0736 Receipt Books
Destroyed after 7 years under CCA 0128.

0737 **Accountable Advances**
Destroyed after 7 years under CCA 0015.

0738 Refund Vouchers
Destroyed after 4 years under CCA 0016.

0739 **Voucher Accounting System** - A to F
Destroyed after 4 years under CCA 0006.

0740 **Employee Files**
Destroyed after 60 years under CCA 0022.

0741 **Competition Files**
Destroyed after 7 years under CCA 0018.

0742 **Revenue Canada TD1 Forms**
Destroyed after 6 years under CCA 0019.

0743 **Payroll System** - Payroll Deductions
Destroyed after 2 years under CCA 0020.

0744 **Payroll System** - Payroll Worksheets and Registers
Destroyed after 7 years under CCA 0025.

0745 Payroll Deductions/Group Life Insurance, 1956-1982
Destroy after 6 years under CCA 0023.

0746 Attendance/Sick Leave/Vacation
Destroyed after 10 years under CCA 0024.

NUMBER 0747 NOT USED

0748 Communications - Volunteer Program Files
Development of the volunteer program, including project proposals, project evaluations, statistics and promotional material.
Destroyed after 4 years under CCA 0039.

0749 Communications - Administration Files
Administration, budgeting and personnel records.
Destroy after 5 years under CCA 0040.

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0750 Communications Project Files
Records of the development, production-related costs, and effectiveness of departmental consumer education and public relations material.
Destroyed after 7 years under CCA 0041.

0751 EXTERNAL FINANCIAL SERVICES AND TRUST AND LOANS CORPORATIONS

External Financial Services and Trust and Loans Corporations provides accounting, auditing, financial training and consulting to the cooperative sector on a needs and request basis. The branch also maintains and monitors loans/guarantees under the Employment Cooperative Program and The Cooperative Association Loans and Loans Guarantee Act. The branch is also responsible for the administration, registration and regulation of Manitoba Trust and Loan Companies under The Corporations Act.

Records

0752 Office of the Superintendent of Financial Institutions (OFSI) Financial Reports - Trust and Loan Companies.
Copies of OFSI reports.
Destroyed after 2 years under CCA 0132.

0753 CORPORATIONS AND BUSINESS NAMES

The Corporations and Business Names Branch is responsible for incorporating Manitoba corporations under The Corporations Act and The Religious Societies' Lands Act; for registering corporations not incorporated under Manitoba laws; and for registering the names of unincorporated businesses under The Business Names Registration Act. Trust Companies and loan companies are also registered by the branch.

Records

0754 Corporations - Office Files
Destroyed after 2 years under CCA 0060.

0755 Corporate and Business Names Documents
Reference copies of corporate and business name documents.
Destroyed 60 years after cancellation under CCA 0100.

0756 Corporations Files
Incorporation or registration files, including Letters Patent, Supplementary Letters Patent (Articles of Amendment), licenses, Application for Letters Patent (Articles of Incorporation), Annual Returns and correspondence.
Transferred to Archives after 60 years under CCA 0059.

0757 Business Names Registration Files
Documentation of trade names of businesses and partnerships.
Transferred to Archives after 40 years under CCA 0062.

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0758 Corporate Filings under The Religious Societies Lands Act, The Ukrainian Catholic Parishes Act, and The Association for Retarded Children's Act.
Incorporating documents and certificates and correspondence.
Transferred to Archives after 60 years under CCA 0063.

0759 Corporate Register Information - **Computer System**
Current information on corporate and business name registrations including alphabetical index of corporate and business names giving file numbers and date of registration.
Continuously updated (master electronic file); transferred to Archives (computer output microfiche) after 3 months under CCA 0098.

0760 Corporate and Business Names - Index Cards, 1886-1986.
Alphabetical index to corporate and business name files.
Transferred to Archives once microfilmed under CCA 0099.

0761 Counter Receipt Books
Destroyed after 7 years under CCA 0129.

### 0762 INSURANCE

Insurance is responsible for the administration of The Insurance Act, The Marine Insurance Act, and certain sections of The Fires Prevention Act. The branch licenses insurance companies for the transaction of the business of insurance and monitors the solvency of insurance companies incorporated in Manitoba. It sets the licensing requirements of agents, brokers and adjusters and determines the deposits of insurance companies incorporated in Manitoba. The branch mediates disputes between consumers, agents, adjusters and insurance companies and collects taxes under The Insurance Corporations Tax Act and The Fires Prevention Act. It also answers general inquires concerning insurance.

Records

0763 Insurance Branch - Office Files
Cooperation and liaison with members of the insurance industry and other government and regulatory bodies, inquiries and complaints not requiring mediation, and correspondence with industry associations, companies, and other jurisdictions.
Destroyed after 5 years under CCA 0117.

0764 Insurance Branch - Administration Files
Administration, personnel and financial records.
Destroyed after 5 years with the exception of **Voucher Accounting System** 'S' which is destroyed after 6 years under CCA 0118.

0765 Superintendent's Policy Files
Development of policy and legislation, and cooperation with industry representatives and other jurisdictions.
Transferred to Archives after 10 years under CCA 0119.

0766 **Company Document Files**
Licensing of insurance companies in accordance with The Insurance Act. Includes power of attorney stating chief agent in Canada, notice of appointment of chief agent in Manitoba, articles of incorporation and by-laws, published financial statement, renewal applications for licences and renewals thereof, licences issued, certificates indicating classes of insurance for which the company is licensed.
Destroyed 7 years after closure of company, **subject to archival selection** with the exception of appointment updates which are destroyed after 2 updates and certficates which are destroyed after 1 year under CCA 0101.

0767 **Company Correspondence Files**
Communication between the branch and insurance companies regarding licensing and the transaction of business in Manitoba. Includes correspondence concerning licensing, appointment of chief agents, signing authorities, and changes in company name, address, or ownership. Also includes correspondence with companies and other jurisdictions, reports supporting the monitoring and regulation of the financial status of companies, insurance policies and practices. May contain records of serious complaints and investigations by the branch.
Destroyed after 10 years, **subject to archival selection**, under CCA 0102.

0768 **Agents Licensing Files**
Licensing of insurance agents in accordance with The Insurance Act. Includes applications for agent licences and renewals, examination results, notices of sponsorship by insurers, licences issued, correspondence with applicants and sponsoring insurers regarding licensing procedures. May contain serious complaints and investigation by the branch.
Destroyed after 7 years, **subject to archival selection**, under CCA 0103.

0769 **Adjusters Licensing Files**
Licensing of insurance adjusters in accordance with The Insurance Act. Includes applications for adjuster licences and renewals, licences, correspondence with applicants regarding bonding and licensing requirements, application procedures and fees. May include documentation of serious complaints and investigations by the branch.
Destroyed after 7 years, **subject to archival selection**, under CCA 0104.

0770 **Agents Examinations**
Examinations written by insurance agents.
Destroyed after 2 years under CCA 0105.

0771 **Special Brokers Licensing Files**
Licensing of special insurance brokers by the branch, in accordance with The Insurance Act. License applications and renewals, licences issued, monthly returns showing particulars of insurance effected. Special brokers may be licensed to negotiate insurance contracts (other than life, accident or sickness), with insurers not licensed in Manitoba.
Destroyed after 7 years under CCA 0106.

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0772 Complaint and Enquiry Files
Complaints and enquiries concerning the insurance industry and involving branch mediation.
Destroyed after 5 years under CCA 0107.

0773 Fraternal Organization Files
Financial affairs and business transacted by fraternal societies licensed to write insurance in Manitoba including annual reports, financial statements, and actuarial valuations of current certificates or contracts of insurance filed annually under The Insurance Act.
Destroyed after 2 years under CCA 0108.

0774 Creditors Group Insurance Files
Monitoring of the loss ratios of companies underwriting creditors' group insurance in accordance with The Insurance Act. Includes annual reports of business transacted and loss ratios filed by companies. Creditors' group insurance is group life insurance effected by a creditor in respect of the lives of his debtors.
Destroyed after 5 years under CCA 0109.

0775 Company Annual Statements.
Premiums and losses of insurance companies licensed in Manitoba, and the financial affairs of companies incorporated in Manitoba. Statement form indicates business transacted in each province according to class of insurance.
Destroyed after 2 years with the exception of the statements of provincially incorporated companies which are destroyed after 5 years under CCA 0110.

0776 Listing of Agents Receiving Commissions Files
Agents receiving commissions from insurance companies and classes of insurance for which commissions were paid.
Destroyed after 1 year under CCA 0111.

0777 Manitoba Public Insurance Corporation Files
Communications between the branch and the Manitoba Public Insurance Corporation regarding insurance legislation and the Corporation's transactions and legislation. Includes correspondence concerning signing authority for agents' applications.
Destroyed after 10 years, subject to archival selection, under CCA 0112.

0778 Insurance Corporations Tax Files
The collection of taxes as required by The Insurance Corporations Tax Act. Includes quarterly and final payment return forms, and copies of covering letters regarding refunds for overpayment.
Destroyed after 7 years under CCA 0113.

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0779 Fires Prevention Tax Files
The collection of taxes from insurance companies as required by The Fires Prevention Act. Includes annual return forms, and letters regarding refunds for overpayment. Fires prevention tax is calculated on the basis of premiums received for property insurance and is paid annually to a trust account used to support the Fire Commissioner's Office.
Destroyed after 6 years under CCA 0114.

0780 Government Department Files, to 1988
Communications with Manitoba government departments regarding insurance and general administrative matters.
Destroyed after 2 years, **subject to archival selection** of policy records regarding the Manitoba Public Insurance Corporation, under CCA 0115.

0781 Miscellaneous Files
Routine communication with the public and the insurance industry. One-time enquiries from outside government relating to insurance, and complaints not requiring mediation by the branch. Correspondence pertaining to cooperation and liaison between the branch and industry associations and companies.
Destroyed after 2 years under CCA 0116.

0782 Receipts
Destroyed after 7 years under CCA 0120.

0783 Bank Deposit Files
Deposits made to government accounts.
Destroyed after 6 years under CCA 0121.

0784 Cash Books
Monies received under The Insurance Corporations Tax Act, The Fires Prevention Tax Act, and The Insurance Act.
Destroyed after 7 years under CCA 0122.

0785 Statement of Claim Files
Transmission by the branch of statements of claim and other legal documents to insurance companies in accordance with The Insurance Act. Under this Act the branch may transmit, on behalf of a plaintiff, legal documents being served on an insurance company in a lawsuit.
Destroyed after 6 years under CCA 0123.

0786 Company Kardex
Summary of licensing transactions with insurance companies and vital information on all companies currently or previously licensed in Manitoba.
Transferred to Archives once converted to **computer system** under CCA 0124.

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0787 Miscellaneous Kardex Files, 1970-1989
Essential information on agents, adjusters and special categories of brokers and insurers.
Destroy once converted to computer system under CCA 0125.

0788 Certificates of Superintendent
Certification by the branch of the classes of insurance for which a company is licensed.
Destroyed after 1 year under CCA 0126.

0789 Mass Advertising Files
Review and approval of the advertising material submitted by insurance companies. Includes correspondence with insurers, and approvals of advertising brochures, applications and policy forms mailed through credit card billings and other mass mailing systems.
Destroyed after 5 years under CCA 0127.

## 0790 COOPERATIVE AND CREDIT UNION REGULATION

Cooperative and Credit Union Regulation monitors cooperatives and credit unions for compliance to The Credit Unions and Caisses Populaires Act and The Cooperatives Act and interprets the intent of both statutes and associated regulations. The branch selects and maintains statistical data on cooperatives and credit unions/caisses populaires and carries out operational examinations on credit unions and caisses populaires. It mediates disputes between cooperatives and their members and develops new legislation. The central registry section documents the registration of cooperatives, credit unions and caisses populaires including evidence of incorporation approvals, by-law changes, and offering statements.

### Records

0791 Cooperative and Credit Union Regulation - Office Files
Destroyed after 6 years under CCA/CD 0017.

0792 Cooperatives and Caisses Populaires - Legal Records
Legal status of cooperatives and caisses populaires including annual returns, articles of incorporation, and instruments of amalgamation, revival, changes of name/location, and reorganization.
Transferred to Archives 10 years after dissolution of institution under CCA/CD 0028.

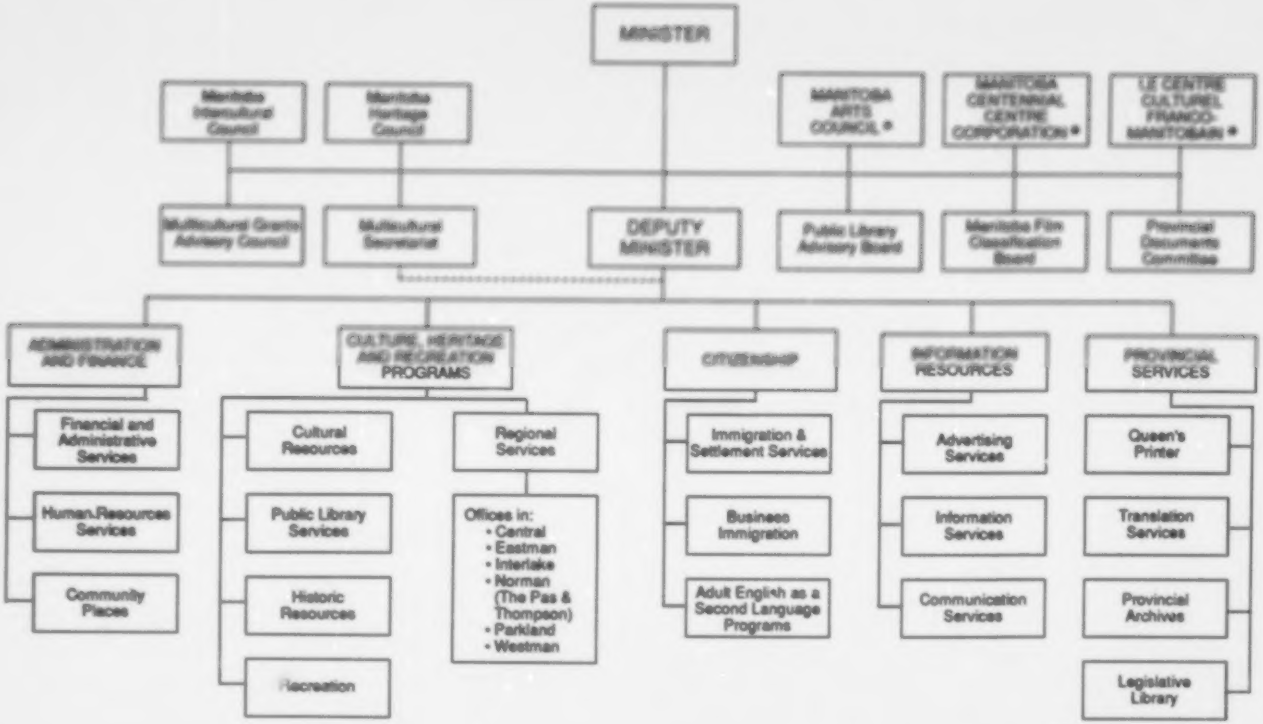
0793 Audit Files
Audit services to cooperatives including: working papers, audited financial statements, income tax papers, mortgage documents.
Destroyed after 20 years, with the exception of the audited financial statements which are transferred to Archives under CCA/CD 0015.

MANITOBA COOPERATIVE, CONSUMER AND
CORPORATE AFFAIRS

0794 **Examination Files**
Operational examinations of credit unions and caisses populaires by examiners including examination reports, and working papers.
Destroyed after 10 years under CCA/CD 0016.

0795 **Committment Accounting Files**
Invoices, Voucher Accounting System - A, requisitions, purchase orders, cash flow, expense and mileage claims.
Destroyed after 4 years under CCA/CD 0023.

## CULTURE, HERITAGE AND CITIZENSHIP


MINISTER
Manitoba Intercultural Council
Manitoba Heritage Council
MANITOBA ARTS COUNCIL *
MANITOBA CENTENNIAL CENTRE CORPORATION *
LE CENTRE CULTUREL FRANCO-MANITOBAIN *
Multicultural Grants Advisory Council
Multicultural Secretariat
DEPUTY MINISTER
Public Library Advisory Board
Manitoba Film Classification Board
Provincial Documents Committee
ADMINISTRATION AND FINANCE
Financial and Administrative Services
Human Resources Services
Community Places
CULTURE, HERITAGE AND RECREATION PROGRAMS
Cultural Resources
Public Library Services
Historic Resources
Recreation
Regional Services
Offices in:
• Central
• Eastman
• Interlake
• Norman (The Pas & Thompson)
• Parkland
• Westman
CITIZENSHIP
Immigration & Settlement Services
Business Immigration
Adult English as a Second Language Programs
INFORMATION RESOURCES
Advertising Services
Information Services
Communication Services
PROVINCIAL SERVICES
Queen's Printer
Translation Services
Provincial Archives
Legislative Library

* see Crown Agencies and Corporations

MANITOBA CULTURE, HERITAGE AND CITIZENSHIP

0800 Manitoba Culture, Heritage and Citizenship was established in September 1983 when the Department of Cultural Affairs and Historical Resources was combined with components of the former Department of Fitness, Recreation and Sport.

The Department is charged with interpreting and preserving Manitoba's cultural heritage, developing the arts, and supporting artistic expression, library development, and Manitobans' access to quality leisure-time activities. The Department is also responsible for the central delivery of records and information management support and technical communications services to departments, agencies and Crown corporations.

0801 Applications for access to the records of Manitoba Culture, Heritage and Citizenship may be sent to the Access Coordinator:

Freedom of Information
Access Coordinator
Manitoba Culture, Heritage and Citizenship
8th floor, 177 Lombard Avenue
Winnipeg
R3B 0W5
Ph: 945-4580

Arrangements for examining records and for obtaining photocopies may be made through the Access Coordinator.

All government offices are listed by community at the end of the Access Guide green pages.

0802 The Access Officers for Manitoba Culture, Heritage and Recreation are:

Freedom of Information
Access Officer
Executive Director
Administration and Finance
Manitoba Culture, Heritage and Citizenship
201 - 177 Lombard Avenue
Winnipeg

MINISTER'S OFFICE

Internal Indexes: Office Files - File Plan.

Records

0803 Minister - Office Files
Transferred to Archives after 5 years under CH 0007A.

MANITOBA CULTURE, HERITAGE AND CITIZENSHIP

0804 Commitment Accounting Records
Invoices, purchase orders, MEIS Employee record, Voucher Accounting System - T.
Destroyed after 4 to 6 years under CH 0074.

0805 Task Force and Review Committee Records
Administrative and financial records are destroyed, while briefs, submissions, hearing records and minutes are transferred to Archives following completion of task force under CH 0284.

## MINISTERIAL RESPONSIBILITIES

## 0806 MANITOBA FILM CLASSIFICATION BOARD

The Manitoba Film Classification Board is authorized under The Amusements Act to classify film and videotapes and to provide viewing information guidelines to the public using classification categories which also restrict public viewing access on the basis of age.

Internal Indexes: Film Titles and Classifications - Index.

### Records

0807 Administration Files
Correspondence with public, cultural agencies, and with other film classification/censor bodies, records of complaints and infractions, Board minutes, administration records.
Transferred to Archives after 4 years under CH/FC 0003.

0808 Board Decisions (Storyline Files)
Classification of films viewed by the Board and content summaries.
Transferred to Archives after 5 years under CH/FC 0010.

0809 Distributors' Files
Communication between the Board and distributors who have submitted films for viewing in Manitoba.
Destroyed after 2 years under CH/FC 0001.

0810 Trailer Classification Records
Classifications of all trailer films exhibited in Manitoba.
Transferred to Archives when volume is complete under CH/FC 0006.

0811 Projectionists' Logs
Record of films screened and stamped by projectionists.
Transferred to Archives after 1 year under CH/FC 0004.

0812 Classification Permits
Copies of permits issued to distributors.
Destroyed after 7 years under CH/FC 0007.

MANITOBA CULTURE, HERITAGE AND CITIZENSHIP

0813 Applications for Exhibition Licences
Applications for licences to distribute films for commercial and non-commerical exhibitions.
Destroyed after 7 years under CH/FC 0008.

0814 Receipts Ledger
All monies received by the Board.
Transferred to Archives once volume is complete under CH/FC 0009.

0815 Receipts
Destroyed after 7 years under CH/FC 0005.

0816 **Invoices**
Destroyed after 7 years under CH/FC 0002.

0817 PROVINCIAL DOCUMENTS COMMITTEE

The Provincial Documents Committee, under authority of The Legislative Library Act, is empowered to consider and recommend for the Minister's approval the retention and disposition of the records of departments, agencies, Crown corporations, and the Courts. Retention and disposition orders approved by the Minister are entitled **Records Authority Schedules**. The Committee is composed of representatives of Manitoba Finance, Manitoba Government Services, Manitoba Justice, the Provincial Auditor, and is chaired by the Provincial Archivist.

Records

0818 Provincial Documents Committee - Minutes
Decisions and deliberations regarding the retention and disposition of government records and other records-keeping matters.
Transferred to Archives after 5 years under CH 0046.

0819 **Records Authority Schedules**
Authorizations for the retention and disposition of government records, including descriptions of function and content, volume and retrieval estimates, office locations, and access provisions.
Transferred to Archives (originals) once rescinded; destroyed once rescinded (photocopies) under CH 0047.

0820 Committee Support Files
Correspondence regarding schedule routing, signing authorities, and appointments to the Committee.
Destroyed after 4 years, subject to archival selection of policy related correspondence, under CH 0048.

MANITOBA CULTURE, HERITAGE AND CITIZENSHIP

## 0821 PUBLIC LIBRARY ADVISORY BOARD

The Public Library Advisory Board, under authority of The Public Libraries Act, advises the Minister on matters concerning the operation of public libraries in Manitoba. The Board was inactive from 1970 to 1988.

Records

0822 Public Library Advisory Board - **Minutes**, 1950-1969, 1988 - continuing
Transferred to Archives under CH 0187.

## 0823 MANITOBA HERITAGE COUNCIL

The Manitoba Heritage Council is empowered under The Heritage Resources Act to advise the Minister on the identification and designation of people, places, things, and events of historic and prehistoric significance to Manitoba. The Council replaced the Historic Sites Advisory Board in May 1986 with the proclamation of The Heritage Resources Act.

Records

0824 Manitoba Heritage Council - **Office Files**
Destroyed after 4 years with the exception of Secretary's non-administrative correspondence which is transferred to Archives after 5 years under CH 0261 and CH 0262.

0825 Manitoba Heritage Council - **Minutes**
Transferred to Archives after 5 years with the exception of copies which may be destroyed after 15 years under CH 0260.

0826 Historic Sites Advisory Board - **Office Files**, 1947-1965.
The Historic Sites Advisory Board was the predecessor to the Manitoba Heritage Council.
Transfer to Archives under CH 0263.

## 0827 MULTICULTURAL GRANTS ADVISORY COUNCIL

Multicultural Grants Advisory Council is a 15-member government-appointed board which is responsible for processing grant applications from Manitoba's multicultural community organizations and determining grant allocations.

NUMBER 0828 NOT USED.

MANITOBA CULTURE, HERITAGE AND CITIZENSHIP

0829 MANITOBA INTERCULTURAL COUNCIL

The Manitoba Intercultural Council is established under authority of The Manitoba Intercultural Council Act. The Council acts as an advisory and consultative body providing information and advice to the Government on all matters relating to ethnocultural development in Manitoba.

0830 MULTICULTURALISM SECRETARIAT

The Multicultural Secretariat coordinates the implementation of Manitoba Governments policy for a multucultural society, assists all Government departments to incorporate the principles of multiculturalism in their programs and services and provides practical assistance to groups and individuals in their efforts to access or deal with government departments or agencies.

DEPUTY MINISTER

Internal Indexes: **Office Files** - File Plan.

Records

0831 Deputy Minister - **Office Files**
Transferred to Archives after 4 years under CH 0003.

0832 ADMINISTRATION AND FINANCE

Administration and Finance includes Finance and Administrative Services, Human Resource Services and Community Places.

Records

0833 Executive Director - **Office Files**
Destroyed after 4 years under CH 0139.

0834 Executive Director - **Estimates**
Destroyed after 5 years under CH 0140.

0835 Executive Director - **Commitment Accounting** Records
**Requisitions, invoices, Voucher Accounting System** T, U, R, Q, and **Payroll System** reports.
Destroyed after 6 years under CH 0137.

0836 Communications - **Office Files**
Destroyed after 4 years, with the exception of year-end **Voucher Accounting System** - R and T which are destroyed after 6 years under CH 0225.

0837 Operational Files
Coordination of the Department's public communications initiatives.
Destroyed after 6 years, with the exception of reference copies which are destroyed after 2 years under CH 0222 and CH 0224.

0838 Departmental Publications
Drafts and final copy for departmental publications, such as the annual report, newsletters, and brochures.
Destroyed after publication under CH 0223.

0839 Departmental Awards Program Files
Administration and delivery of the Awards Program which honours Manitobans who have made outstanding contributions in the fields of culture, heritage, and recreation. Includes selection criteria, design of award, and promotional material arrangements for presentation ceremonies.
Transferred to Archives after 6 years under CH 0221.

## 0840 ADMINISTRATION AND FINANCE

Finance and Administrative Services

Finance and Administrative Services coordinates the Department's management planning and estimates process, provides central accounting services, administers the Department's formula-based grants programs, and supports the planning and implementation of office automation, data processing, communications, and related technologies for the Department.

Internal Indexes: Office Files - File Plan.

### Records

0841 Finance and Administrative Services - Office Files
Destroyed after 5 years under CH 0005.

0842 Operational Files
Departmental estimates and automated systems development.
Destroyed after 5 years under CH 0004.

0843 Report Records
Research and program analysis reports and policy proposals.
Transferred to Archives after 10 years under CH 0015.

0844 Chief of Financial Administration - Office Files
Destroyed after 7 years under CH 0145.

0845 Contracts and Agreements
Contractual agreements for fees-for- service, consulting, and loans.
Destroyed 6 years after expiry of contract under CH 0236.

MANITOBA CULTURE, HERITAGE AND CITIZENSHIP

0846 Grants Administration - **Office Files**
Destroyed after 4 years, with the exception of **Voucher Accounting System** year-end reports which are destroyed after 6 years under CH 0151.

0847 Program Support Files
Development and implementation of branch programs. Includes: program design review, and administration of grants for which the Minister may make discretionary awards; client requests, evaluations, Ministerial responses, and **Treasury Board** submissions.
Destroyed after 6 years under CH 0150.

0848 Grants Program Files
Grants to non-profit community-based organizations for cultural, heritage, and recreational purposes. Includes applications, evaluations, approvals, cheque letters, promotional material.
Destroyed after 4 years under CH 0044.

0849 Equipment Grants
Minor grants to remote communities for the purchase of recreation equipment. Includes applications, approvals and cheque letters.
Destroyed after 6 years under CH 0043.

0850 Facility Grants - discontinued 1984
Grants to municipal corporations and community organizations for the construction, renovation, and extension of community recreation facilities. Includes applications, financial statements, inspection orders, building permits, electrical permits, approvals, and cheque letters.
Destroyed after 6 years under CH 0042.

0851 **Voucher Accounting System** - A to C
Destroyed after 4 years under CH 0001.

0852 **General Journal**
Destroyed after 7 years under CH 0038.

0853 **Cash Received Statements**
Destroyed after 7 years under CH 0040A.

0854 **Vehicle Control Records**
Destroyed after 4 years under CH 0146.

0855 **Requisitions**
Destroyed after 7 years under CH 0037.

0856 **Invoices - Accounts Receivable**
Destroyed after 7 years under CH 0039.

0857 **Cash Receipt Books**
Destroyed after 7 years under CH 0041.

0858 **Voucher Accounting System** - J, M, N, O, R, T, U.
Destroyed after 4 years under CH 0002.

Send Applications to Access Guide 0801

MANITOBA CULTURE, HERITAGE AND CITIZENSHIP

0859 ADMINISTRATION AND FINANCE
Human Resource Services

Human Resource Services Branch coordinates and administers the Department's human resource management program. It maintains central payroll and employee records and provides assistance to the Department in the areas of staffing, classification, employee relations, training and development, and personnel policy.

Records

0860 Human Resource Services - **Office Files**
Destroyed after 3 years, with the exception of financial administration records which are destroyed after 6 years under CH 0144 and CH 0143.

0861 **Employee Files**
Destroyed 50 years after closure employee under CH 0141.

0862 **Employee Files** - Students
Destroyed 50 years after closure under CH 0016A.

0863 Employment Files - Working Copies
Performance evaluations, job descriptions, attendance/vacation data, requests for leave of absence, overtime, **MEIS** forms, resumes and applications.
Transferred to personnel files with unnecessary records destroyed under CH 0282.

0864 **Competition** Files
Destroyed after 2 years under CH 0142.

0865 **Position Files**
Destroyed 4 years after position is abolished under CH 0022.

0866 Payroll - **Office Files**
Destroyed after 4 years under CH 0020.

0867 **Revenue Canada TD1 Forms**
Destroyed after 6 years under CH 0021.

0868 **Payroll System** - Year-to-Date Payroll Summaries
Destroyed once superseded, with the exception of the fiscal year-end report which is destroyed after 2 years under CH 0017.

0869 **Payroll System** - Payroll Registers
Destroyed after 7 years under CH 0018.

0870 **Payroll System** - Worksheets
Destroyed after 7 years under CH 0019.

0871 **Payroll System** Reports and **MEIS** - Transactions Applied and Employee History Cards
Destroyed variably under CH 0023A.

MANITOBA CULTURE, HERITAGE AND CITIZENSHIP

0872 ADMINISTRATION AND FINANCE
Community Places Programs

The Manitoba Community Places Program assists organizations to undertake capital projects which will enhance the quality of life in the community. Recreation and sport associations, libraries, museums, archives, ethnocultural groups, community resource centres, day care centres, and seniors' groups may be eligible. The Program also provides a technical consultative service to assist applicants in planning and developing their projects.

Records

0873 Community Places Program - Office Files
Destroyed after 6 years under CH 0158.

0874 Project Files
Applications for, and monitoring of, grants awarded under the Community Places Program, including applications, assessments, approvals, payment requests, financial activity reports.
Destroyed after 6 years, with the exception of deferred or withdrawn projects which are destroyed after 4 years under CH 0157.

0875 Program Data Base - Computer System
Control of applications, responses, and expenditures. Output summarizes applications received and lists applicants by type of organization.
Destroyed once superseded with the exception of authorizing Cabinet minutes which are destroyed after 3 years, and the commitment control sheet which is destroyed after 2 years under CH 0159.

0876 CULTURE, HERITAGE AND RECREATION PROGRAMS

Culture, Heritage and Recreation Programs Division is composed of: Cultural Resources, Public Library Services, Historic Resources, Recreation and Regional Services.

Internal Indexes: Office Files - File Plan.

Records

0877 Assistant Deputy Minister - Office Files
Destroyed after 5 years under CH 0174 and CH 0175.

0878 Assistant Deputy Minister - Research and Planning - Policy and Research Files
Policy development and research undertaken by the branch. Subjects cover cultural, heritage and recreational policy.
Destroyed after 7 years, subject to archival selection, under CH 0227.

0879 Funded Groups Files
Applications for, and receipt of, funding by cultural and heritage groups. Includes meeting notes, funding proposals, financial reports, Treasury Board, Cabinet, and ministerial submissions, Orders-in-Council, contracts and agreements concerning funded projects.
Destroyed after 6 years, subject to archival selection, under CH 0173.

0880 Assistant Deputy Minister - Non-Funded Organizations Files
Communication with cultural and heritage organizations not funded by the Department.
Destroyed after 3 years, subject to archival selection, under CH 0235.

0881 Operational Files, 1982-1989
Development and implementation of Culture, Heritage and Recreation programs (program reviews, funding proposals, pilot projects) and "Major Files" which include program plans, staff analyses, financial statements concerning operating grants, capital grants, and special projects funding.
Destroyed after 6 years, with the exception of "Major Files" which are transferred to Archives after 10 years under CH 0148.

0882 Research and Planning - Office Files, 1978-1989
Destroyed after 7 years under CH 0226.

0883 Research and Planning - Employee Files, 1978-1989
Transferred to Human Resource Services after closure and unnecessary records destroyed under CH 0228.

0884 Community Support Services - Executive Director - Office Files, 1987-1989
Destroyed after 4 years, with the exception of Voucher Accounting System year-end reports which are destroyed after 6 years under CH 0147.

0885 Community Support Services - Employee Files, 1965-1989
Transferred to Human Resource Services after closure and unnecessary records destroyed under CH 0149.

0886 CULTURE, HERITAGE AND RECREATION PROGRAMS
Cultural Resources

Cultural Resources encourages and supports community initiatives contributing to the development of an indigenous Manitoba culture. The branch encourages community initiatives which ensure public access to works representing Manitoban, Canadian, or international culture, which provide opportunity for involvement in cultural activities and which assist ethnocultural, francophone, and indigenous populations to preserve their language and heritage.

MANITOBA CULTURE, HERITAGE AND CITIZENSHIP

0886 contd Cultural Industries manages the provincial components of the Canada-Manitoba Economic Regional Development Agreement Subsidiary Agreement on Communication and Cultural Enterprises (ERDA). The 5-year, cost-shared agreement provides financial and consultative assistance to eligible projects in the film, video, and publishing industries.

Internal Indexes: Office Files - File Plan.

Records

0887 Cultural Resources - Office Files
Destroyed after 5 years under CH 0009A.

0888 Programs/Organizations Files
Requests for information and assistance (financial and administrative) from arts and cultural organizations.
Destroyed after 4 years under CH 0024A.

0889 Cultural Agreements Files
Projects funded under cultural agreements between Manitoba and other provinces and agreements between the government of Canada and other countries. Projects concern the exchange of artists and/or of their art forms between Manitoba and other provinces or countries.
Destroyed 6 years after project is completed under CH 0025A.

0890 Cultural Industries - Office Files
Destroyed after 6 years under CH 0177.

0891 Publishing Program Files
Development and implementation of the ERDA sub-agreement publishing program which offers funding to the publishing community to assist employment, marketing, production, and professional development. Includes applications, financial statements, assessments, and approval of applications.
Transferred to Archives after 6 years under CH 0178.

0892 Film Manitoba Project Files
Funding to independent Manitoba filmmakers for video and film projects. Includes contracts between the province and filmmakers, scripts, budgets, final production reports, and financial reports.
Transferred to Archives 7 years after the completion of the projects under
CH 0179.

0893 Film Program Support Files
Manitoba's film policies, and those of other jurisdictions, as well as communication with film associations.
Destroyed after 7 years, subject to archival selection, under CH 0180.

## MANITOBA CULTURE, HERITAGE AND CITIZENSHIP

0894 Cultural Industries - Expenditure Records
**Voucher Accounting System** and **Payroll System** reports, requisitions, invoices, cash flow projections.
Destroyed after 4 years, with the exception of year-end **Voucher Accounting System** reports which are destroyed after 6 years, and monthly **Voucher Accounting System** reports which are destroyed after 2 years, under CH 0176.

0895 CULTURE, HERITAGE AND RECREATION PROGRAMS
Public Library Services

Public Library Services encourages the establishment and development of public library systems in Manitoba and provides library services directly to communities and individuals without local library services. Under The Public Libraries Act, the branch provides direct support to libraries through funding, consultation, centralized support services, and educational opportunities.

Records

0896 Director - Office Files
Destroyed after 10 years, subject to archival selection, under CH 0188.

0897 Operating Grants Files
Calculation and payment of annual operating grants to public libraries and library associations. Includes application forms, audits, budgets, and adjustments.
Destroyed after 15 years under CH 0185.

0898 Library Data Sheets
Reference information regarding rural libraries. Includes names of personnel and board members, hours of operations, holdings, and circulation statistics.
Destroyed after 4 years under CH 0184.

0899 Rural Library Files
Communications with established libraries.
Transferred to Archives after 10 years under CH 0192.

0900 Pre-establishment Files
Development of library facilities in rural communities including correspondence with municipal councils, interested parties, cultural groups, and library planners, as well as documentation of in-person contact.
Transferred to Archives after 10 years under CH 0193.

0901 Development Services Files
Services to rural libraries, including rural library salary surveys, evaluations and reports relating to book festivals, library events, and advice to rural library systems on all library-related matters.
Destroyed after 7 years under CH 0183.

Send Applications to Access Guide 0801

## MANITOBA CULTURE, HERITAGE AND CITIZENSHIP

0902 Development Services - Day Copies
Destroyed after 4 years under CH 0190.

0903 Cataloguing Requests
Requests for cataloguing support from rural public libraries.
Destroyed after 1 year under CH 0182.

0904 Trips and Activities
Chronological record of field work undertaken by staff.
Destroyed after 5 years under CH 0191.

0905 Membership Records and Correspondence
Applications for Rural Manitoba Open Shelf numbers.
Destroyed when membership has lapsed under CH/PLS 0002.

0906 Acquisition Records
Material ordered and received for Open Shelf collection and cost of same.
Destroyed after 4 years under CH/PLS 0006.

0907 Open Shelf Request Forms
Requests from rural Manitobans for library materials.
Destroyed after current year under CH/PLS 0005.

0908 Audio-Visual Requests
Requests from rural libraries for the loan of audio-visual materials (film, talking books, videotapes).
Destroyed after 1 year under CH 0189.

0909 Book Deposit Circulation Records
Material deposited with rural libraries and travelling library locations, and correspondence defining terms of deposit.
Destroyed after current year under CH/PLS 0004.

0910 Interlibrary Loan Request File
Requests for material from rural libraries.
Destroyed after 1 year under CH/PLS 0003.

0911 Estimates and Expenditure Records
Estimates, Voucher Accounting System reports, and Payroll System reports.
Destroyed after 4 years with the exception of the year-end Voucher Accounting System reports which are destroyed after 6 years under CH 0181.

0912 Invoices
Destroyed after 2 years under CH/PLS 0001.

MANITOBA CULTURE, HERITAGE AND CITIZENSHIP

0913 Capital Grants Files, 1980-1987
Approval, calculation and payment of rural library capital grants. Includes minutes of the reviewing committee, applications, project documentation, approvals. The Capital Grants Review Committee was established in 1980 and discontinued in 1987. It made recommendations to the Minister regarding applications for capital grants to rural public libraries.
Destroy after 5 years, subject to archival selection, under CH 0186.

0914 CULTURE, HERITAGE AND RECREATION PROGRAMS
Historic Resources

Historic Resources encourages awareness of, and participation in, heritage concerns at the community level. It also supports long-range planning and innovative development of heritage resources in an effort to identify and protect resources significant to the cultural heritage of Manitoba.

The branch administers programs in archaeology, history, and architectural history under The Heritage Resources Act, and provides grant and technical assistance to Manitoba's museums and heritage organizations under The Museums and Miscellaneous Grants Act.

Internal Indexes: Office Files - File Plan; Procedural Manual.

Records

0915 Historic Resources - Office Files
Destroyed after 5 years, subject to archival selection (Branch Files); destroyed after 3 years (Section Files) under CH 0012A and CH 0237.

0916 Central Project Files
Development of heritage projects and programs common to all sections of the branch.
Destroyed 10 years after project is completed, subject to archival selection, under CH 0250.

0917 Review and Assessment Files
Land development proposals submitted as a requirement of The Heritage Resources Act. The branch screens proposals and when necessary, undertakes a pre-impact assessment. Where a significant site is identified, the developer is required to conduct an impact assessment, recommending ways to manage the project's impact.
Destroyed after current year (proposals requiring no pre-impact assessment); transferred to Archives after 10 years (pre-impact assessment and impact assessments) under CH 0254.

0918 Archaeology - General Files
Archaeological issues in Manitoba (those not concerning specific sites).
Destroyed after 5 years, subject to archival selection, under CH 0253.

MANITOBA CULTURE, HERITAGE AND CITIZENSHIP

0919 **Archaeology - Site Records**
Location, nature, condition and significance of archaeological sites in Manitoba. Formal excavations and tests include records of excavation, analysis and cataloguing as well as field notes.
Transferred to Archives after 20 years under CH 0243.

0920 **Architecture - Building Record Sheets**
Background and structural details of architecturally significant buildings in Manitoba including use, construction materials, dimensions, decorative elements, structural condition, current owners, and maintenance. May also include an evaluation of building significance.
Transferred to Archives after 20 years under CH 0244.

0921 **Architecture - Architectural Drawings**
Structural details of buildings considered for designation as heritage buildings.
Transferred to Archives after 5 years under CH 0246.

0922 **Architecture - General Files**
Architectural issues and preservation techniques affecting the development of provincial heritage policies.
Destroyed after 6 years, subject to archival selection, under CH 0252.

0923 **Architecture and History - Research Files**
Research undertaken concerning heritage buildings, events, themes, and individuals.
Destroyed after 5 years, subject to archival selection of pre-1983 reports, under CH 0247.

0924 **Architecture and History - Heritage Sites Correspondence**
Correspondence concerning the identification, preservation, and interpretation of specific heritage resources.
Destroyed after 10 years, subject to archival selection, under CH 0248.

0925 **Archaeology and Architecture - Heritage Sites Photographs**
Photographs of heritage resources in Manitoba.
Transferred to Archives after 5 and 15 years (negatives and slides respectively), with the exception of prints which are transferred to Archives once reference function has ended under CH 0242.

0926 **Archaeology, Architecture, and History - Heritage Sites Maps**
Locations of architectural, archaeological, and historical sites.
Destroyed once superseded under CH 0245.

0927 **Oral History Interviews**
Interviews of subjects familiar with heritage sites, events, and individuals.
Transferred to Archives after current year, subject to archival selection, under CH 0249.

## MANITOBA CULTURE, HERITAGE AND CITIZENSHIP

0928 Grant Application Files
Applications for grants awarded by the branch and evaluations. Includes grants for Heritage Building Grants, Community Heritage Plaques Program, Provincial Heritage Organizations Grants, and Local Histories Grants.
Destroyed after 8 years, with the exception of rejected applications which are destroyed after 4 years, under CH 0256.

0929 Grants Administration Files
Development and evaluation of the branch's grant policies and criteria.
Destroyed after 8 years under CH 0257.

0930 Register of Potential Contractors
Resumes, applications and work samples of individuals and companies who have expressed interest in bidding on contract work in research, creative writing, editing and artwork.
Destroyed after 2 years under CH 0287.

0931 Museums Files, 1970-1990
Grant assistance to regional and local museums in Manitoba, including Cabinet submissions, financial statements, and museum annual reports.
Transferred to Archives after 7 years under CH 0013.

0932 Museum Advisory Files
Advice supplied by the branch to museums, primarily with regard to establishing and operating a community museum.
Destroyed after 6 years, subject to archival selection, under CH 0258.

0933 Museums and Heritage Organizations - General Files
Museum and heritage organization policy development and activities in other departments and agencies.
Destroyed after 6 years, subject to archival selection, under CH 0259.

0934 Heritage Awareness Television Vignettes, 1987
Television documentaries promoting heritage sites, objects, and themes.
Transferred to Archives under CH 0255.

0935 Heritage Awareness Radio Vignettes, 1987
Radio announcements promoting public awareness of heritage sites, objects, and themes.
Transferred to Archives under CH 0264.

0936 *The Heritage Resources Act* Files, 1982-1984
Documentation of drafting through to proclamation of *The Heritage Resources Act*. Includes questionnaires, minutes of meetings with special interest groups and other departments, Heritage Council recommendations, general inquiries from the public, drafts of legislation.
Transferred to Archives after 5 years, subject to removal of duplicates, publications, and administrative records under CH 0251.

0937 Publications - Printers' Copies
Originals of branch publications.
Destroyed after 10 years under CH 0265.

MANITOBA CULTURE, HERITAGE AND CITIZENSHIP

0938 Financial Administration - **Office Files**
Destroyed after 4 years, with the exception of contracts which are destroyed 6 years after expiry under CH 0238.

0939 **Voucher Accounting System** - T(1-6), S, V
Destroyed after 4 years under CH 0014A.

0940 **Invoices**
Destroyed after 4 years under CH 0239.

0941 CULTURE, HERITAGE AND RECREATION PROGRAMS
Recreation

Recreation promotes the development and awareness of recreation opportunities and provides specialized consultation in the areas of community recreation planning and development, leadership training, programming for special populations, volunteer board development, and provincial and regional recreation association development.

Internal Indexes: Office/Program Files - File Plan.

Records

0942 Director - **Office Files**
Destroyed after 6 years under CH 0154.

0943 Recreation - **Office Files**
Destroyed after 6 years under CH 0156.

0944 Provincial Recreation Agencies Grant Files
Applications for, and monitoring of, grants to recreation agencies for the development of recreation programs. Includes applications, financial reports, criteria, program reviews, and grant listings. Destroyed after 6 years under CH 0155.

0945 Consultants - **Office Files**
Destroyed after 3 years under CH 0153.

0946 Consultants' Files
Development and promotion of recreation in Manitoba through consultative services in the areas of facility development, volunteer board development, volunteer management, recreation for special populations. Destroyed after 6 years, **subject to archival selection**, under CH 0152.

0947 CULTURE, HERITAGE AND RECREATION PROGRAMS
Regional Services

Regional Services provides rural, northern and remote community access to the services, programs, and grants of the following branches: Cultural Resources, Historic Resources, Provincial Archives, Public Library Services, Recreation, Manitoba Community Places, and Manitoba Sport and Manitoba Fitness.

0947 contd Regional staff provide consultation service to municipal corporations and interest groups in the areas of leadership, training, skills development, and public education.

Internal Indexes: Office/Program Files - File Plan.

Records

0948 **Regional Offices - Office Files**
Destroyed after 4 years under CH 0167.

0949 **Regional Offices - Accounting Files**
Destroyed after 4 years, with the exception of monthly Voucher Accounting System reports which are destroyed after 2 years and the year-end reports which are destroyed after 6 years under CH 0168.

0950 **Regional Offices - General Files**
Program Information.
Destroyed after 5 years under CH 0169.

0951 **Regional Offices - Day Copies**
Destroyed after 2 years under CH 0170.

0952 **Regional Offices - Grant Files**
Application for, and receipt of, departmental grants.
Destroyed after 5 years under CH 0171.

0953 **Estimates**
Destroyed after 5 years under CH 0165.

0954 **Day Copies**
Destroyed after 3 years under CH 0163.

0955 **Voucher Accounting System and Payroll System - Reports**
Destroyed after 2 years, with the exception of the year-end Voucher Accounting System - R and T which are destroyed after 6 years under CH 0160.

0956 **Regional Services - Office Files**
Destroyed after 5 years under CH 0161 and CH 0162.

0957 **Communities Files**
Information concerning activities in regional communities. May include newspaper accounts, promotional literature, annual reports of local organizations and councils.
Destroyed after 5 years under CH 0172.

0958 **Grant Files**
Applications for, and monitoring of, grants to community groups. Programs include Recreation Districts, Northern Manitoba Recreation Association, Community School Incentives, and Frontier Games.
Destroyed after 7 years under CH 0164.

MANITOBA CULTURE, HERITAGE AND CITIZENSHIP

0959 INFORMATION RESOURCES

Information Resources includes Advertising Services, Information Services, and Communication Services.

Internal Indexes: Office/Departmental Files - File Plan.

Records

0960 Executive Director - Office Files
Destroyed after 5 years under CH 0194.

0961 Executive Director - Departmental Files
Development and implementation of communication strategies with departments and Crown corporations. Includes selection of communications officers.
Destroyed after 4 years under CH 0196.

0962 Executive Director - Voucher Accounting System Reports
Destroyed after 2 years, with the exception of year-end reports R and T which are destroyed after 6 years under CH 0195.

0963 Information Resources - Office Files
Destroyed after 4 years, with the exception of Program Delivery Files which are destroyed after 5 years, under CH 0197 and CH 0199 respectively.

0964 INFORMATION RESOURCES
Advertising Services

Advertising Services provides advertising planning and purchasing support to departments, agencies and Crown corporations. The Branch assists clients in tendering for creative services and in media planning. Advertising Services also monitors communication expenditures within approved funding levels.

Records

0965 Director - Client Department Files
Planning, advisory, and management services provided by the branch to departmental communications projects.
Destroyed after 5 years under CH 0200.

0966 Advertising Services - Office Files
Destroyed after 4 years, with the exception of Voucher Accounting System year-end reports which are destroyed after 6 years, under CH 0210.

0967 Client Files
Communications projects awarded to private agencies. Includes project proposals, requisitions, contracts, invoices, research reports, media and production estimates, project final report.
Destroyed after 6 years under CH 0211.

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0968 Tenders
Tenders and proposals from private agencies for communication projects and evaluations.
Destroyed after 7 years under CH 0212.

0969 Annual Communication Plans
Communications expenditure forecasts from departments and Crown agencies and summaries of communications plans.
Transferred to Archives after 4 years under CH 0213.

0970 Estimates
Destroyed after 5 years under CH 0214.

0971 Visual Identity - Office Files
Destroyed after 4 years under CH 0108.

0972 Visual Identity - Client Files
Monitoring of the Visual Identity Program in government publications.
Destroyed after 3 years under CH 0106.

0973 Visual Identity - Program Coordinator - Office Files
Destroyed after 5 years, subject to archival selection, under CH 0105.

0974 Design Advisory - Client Files
Approval and monitoring of designs for government publications and forms.
Destroyed after 4 years under CH 0107.

0975 INFORMATION RESOURCES
Information Services

Information Services provides information concerning government programs, policies, and services to the public through established news media. The branch provides departments with public communication services by editing and distributing news releases and producing related television and radio features. It also administers Citizens' Inquiry Service, a bilingual telephone information and referral service for the public concerning federal and provincial government programs.

Internal Indexes: Office Operational Files - File Plan.

Records

0976 Information Services - Office Files
Destroyed after 6 years under CH 0112.

0977 Operational Files
Development of news releases and speaking notes concerning government policies and programs. May include copies of enabling ministerial order, statute or Order-in-Council, and correspondence with department concerned.
Destroyed after 15 years under CH 0111.

0978 Publications Files
Production of branch publications (primarily Manitoba Facts). Includes drafts, annotated copies.
Destroyed after 4 years under CH 0109.

0979 Videotape Records
Videotape and news releases of government news conferences and government events, including: swearing-in ceremonies, throne speeches, and budget addresses.
Transferred to Archives (1/2" VHS tape) after 1 month under CH 0045.

0980 Citizens' Inquiry - Office Files
Destroyed after 6 years under CH 0233.

0981 Citizens' Inquiry - Operational Files
Requests for information concerning federal and provincial government programs and services, replies, and aggregate statistics.
Destroyed after 4 years under CH 0234.

0982 Citizens' Inquiry - Data Sheets
Basic information regarding federal and provincial government programs and services, and names of contacts.
Destroyed after 4 years under CH 0232.

## 0983 INFORMATION RESOURCES
Communication Services

Communication Services coordinates departmental communications resources within the corporate government framework.

## 0984 PROVINCIAL SERVICES

Provincial Services includes the Queen's Printer, Translation Services, the Provincial Archives, and the Legislative Library.

Internal Indexes: Office Files - File Plan.

Records

0985 Executive Director - Office Files
Destroyed after 4 years under CH 0278.

0986 Commitment Accounting Records
Destroyed after 6 years under CH 0279.

## 0987 PROVINCIAL SERVICES
Queen's Printer

Queen's Printer provides in-house preparatory services such as: graphic design, desktop publishing, typesetting, paste-up, and illustration. The branch also provides printing, audiovisual, and photography services

0987 contd for government, and public information materials in accordance with The Public Printing Act. Statutory Publications assists government in making the legislation available to special interests and the public through the sale of statutes, regulations, Manitoba Gazette and other publications.

Records

0988 Director - **Office Files**
Destroyed after 5 years under CH 0202.

0989 **Voucher Accounting System** Reports
Destroyed after 2 years, with the exception of year-end **Voucher Accounting System** reports R and T which are destroyed after 6 years under CH 0203.

0990 A/V Photo - **Office Files**
Destroyed after 5 years under CH 0205.

0991 A/V Photo - Client Files
Photography services provided to departments, agencies, and Crown corporations. May include **invoices**, tenders, letters of acceptance and rejection, and scripts.
Destroyed after 4 years under CH 0207.

0992 A/V Photo Services - Government Photographs
Photographs of activities, individuals, and significant events associated with the government and the Legislative Assembly.
Transferred to Archives after 2 years under CH 0267.

0993 A/V Photo Services - Travel Manitoba Films 1972-1980
Promotion of tourist attractions, leisure, and recreation in Manitoba.
Transfer to Archives under CH 0204.

0994 Art Work Samples - General Correspondence
Destroyed after 2 years under CH 0030.

0995 Print Centre Service Requisition
Requisitions from departments for photocopying services.
Destroyed after 7 years under CH 0031.

0996 Reproduction Control and Time Sheets
Time and charges for reproduction work undertaken for departments.
Destroyed after 4 years under CH 0033.

0997 Printing Requisitions
Requisitions from government departments for print services.
Destroyed after 7 years under CH 0028.

0998 Reproduction Job Dockets
Detailed descriptions of printing orders.
Destroyed after 3 years under CH 0026.

0999 Reproduction Blanket Orders
Ongoing print orders for departments.
Destroyed after 3 years under CH 0029.

1000 Queen's Printer and Voucher Accounting System - B
Destroyed after 4 years under CH 0032.

1001 PROVINCIAL SERVICES
Translation Services

Translation Services provides translation and interpretation services to all departments, agencies, and Crown corporations, as well as to the Legislative Assembly and the Courts.

Records

1002 Translation Services - Office Files
Destroyed after 6 years under CH 0216.

1003 Translations - Copies
Copies of all translations undertaken for departments, agencies, Crown corporations, the Courts, and the Legislative Assembly, and related correspondence.
Destroyed after 3 years under CH 0215.

1004 Recruitment Files
Applications for employment as translators.
Destroyed after current year under CH 0217.

1005 PROVINCIAL SERVICES
Provincial Archives

The Provincial Archives, under Part II of The Legislative Library Act, Public Records and Archives, protects and preserves records of the Manitoba government, the Courts, local government, school authorities, organizations, businesses and individuals, transferred or donated to its care. Its services include expert consulting on information and records management, archival administration, conservation, micrographics, oral history, and disaster planning and salvage for records systems. Archives holdings range through every kind of records media from the earliest years of the province to the present, and from the late 17th century in the care of Hudson's Bay Company Archives. Records media in photographs, maps, film, and sound recordings are particularly well represented.

Public access to records from both government and private sources may be affected by various qualifications: by The Freedom of Information Act in the case of the records of the provincial government; or by terms of donation in the case of records from non-government sources. In many instances, no access restrictions apply to the use of archival holdings.

Internal Indexes: Office Files - File Plan

# MANITOBA CULTURE, HERITAGE AND CITIZENSHIP

## Records

1006 Provincial Archivist - Office Files
Destroyed after 4 years under CH 0114.

1007 Provincial Archivist - Program Files
Development and implementation of the programs of the Provincial Archives and guideline management of the Legislative Library, including administration of *The Freedom of Information Act*, grant programs, and Heritage Conservation Services.
Transferred to Archives after 5 years under CH 0115.

1008 Provincial Archivist - Manitoba Heritage Council Records - Copies
Copies of Manitoba Heritage Council minutes, agenda, correspondence and reports.
Destroyed after 4 years under CH 0120.

1009 Associate Provincial Archivist - Office Files
Destroyed after 4 years under CH 0099.

1010 Treasury Board, ERIC, Ministerial Submissions and Estimates
Transferred to Archives after 5 years under CH 0117.

1011 Voucher Accounting System - H, R, T, U
Destroyed after 2 years, with the exception of the Voucher Accounting System R and T year-end reports which are destroyed after 6 years under CH 0116.

1012 Employee Files
Transferred to Human Resource Services after closure and unnecessary records destroyed under CH 0113.

1013 Provincial Archives - Office Files, 1953-1983
Transferred to Archives under CH 0104.

1014 All Sections - Research Applications
Applications to conduct research in the Provincial Archives, including purposes and subjects of research.
Destroyed after 5 years under CH 0127.

1015 All Sections - Reading Room Registers
Daily record of researchers present in the reading rooms of the Provincial Archives.
Destroyed 10 years after closure under CH 0128.

1016 All Sections - Document Request Forms
Requests from researchers for the retrieval of records from the Archives vaults.
Destroyed after 10 years under CH 0219.

1017 All Sections - Correspondence Registers
Destroyed after 2 years, with the exception of the Hudson's Bay Company Register which is destroyed 5 years after closure, under CH 0126.

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1018 Government Records and Historical Archives - Accession Registers
Capsule descriptions of records donated by the private sector, and of records transferred by the provincial government to the Archives.
Transferred to Archives once completed (original), under CH 0102.

1019 Government Records and Historical Archives - Finding Aids
Detailed descriptions of records donated by the private sector, and of records transferred by the provincial government to the Archives.
Transferred to Archives after closure (usually when description of accession is complete), under CH 0103.

1020 Volunteers Log
Daily record of volunteer participation in the Provincial Archives.
Destroyed after 5 years under CH 0101.

1021 Reproduction Work Orders
Destroyed after 6 years under CH 0096.

1022 Micrographics - Invoices
Destroyed after 4 years under CH 0119.

1023 Purchasing Records
Destroyed after 4 years under CH 0118.

1024 PROVINCIAL SERVICES
Provincial Archives
Historical Archives

Historical Archives gives custodial, reference, and advisory services relating to records created and received by individuals or associations from non-government sources. The program also provides for the care of, and access to, documentary drawings, paintings, maps, plans, film, photographs, and sound recordings received from both government and private sectors.

### Records

1025 Historical Archives - Moving Images and Sound - Office Files
Destroyed after 5 years, subject to archival selection of policy files, including those relating to the Oral History Grants Program; equipment records to be retained until equipment has been disposed of, under CH 0081.

1026 Historical Archives - Moving Images and Sound - Accession Log
Numbers assigned to collections/series transfers, media, and extent.
Destroyed after entry in Accession Register is complete, under CH 0084.

1027 Historical Archives - Moving Images and Sound - Processing Files
Origin, contents, and condition of films, videos, tape recordings received by the section. Includes technical notes, copies of restrictions and copyright agreements.
Destroyed after 2 years under CH 0083.

MANITOBA CULTURE, HERITAGE AND CITIZENSHIP

1028 Historical Archives - Moving Images and Sound - Control Forms
Processing of collections/series transferred, and locations.
Destroyed after entry in Accession Register is complete under CH 0085.

1029 Historical Archives - Moving Images and Sound - Research Inquiries
Requests for information about, or copies of, section holdings (tape recordings, films, videos) and responses to same.
Destroyed after 4 years under CH 0082.

1030 Historical Archives - Still Images - Office Files
Destroyed after 5 years under CH 0090.

1031 Historical Archives - Still Images - Curatorial Files
Control of Still Images holdings including information concerning origin, conservation, and use.
Transferred to Archives after 5 years under CH 0086.

1032 Historical Archives - Still Images - Research Inquiries
Requests for information about, or from, the Still Images holdings and responses to same.
Destroyed after 4 years under CH 0089.

1033 Historical Archives - Still Images - Photographic Reproduction Orders and Conditional Use Forms
Requests for photographic reproduction orders and conditions of client use.
Destroyed after 10 years under CH 0087.

1034 Historical Archives - Still Images - Reproductions - Accounts Receivable.
Destroyed after 7 years under CH 0088.

1035 Historical Archives - Private Sector and Cartographic Records - Office Files
Destroyed after 5 years under CH 0091.

1036 Historical Archives - Private Sector and Cartographic Records - Research Inquiries
Requests for information from, or about, private sector holdings and cartographic records in the Archives.
Destroyed after 4 years under CH 0092.

1037 Historical Archives - Acquisition Files
Acquisition and care of private sector records in the Provincial Archives. May include: agreements with donor or dealer, National Archival Appraisal Board reports and submissions (process whereby donors of archival records apply for federal tax deduction); consideration of potential research or market value of records; access provisions established by donor; and indication of physical condition of records.
Transferred to Archives 1 year after closure under CH 0098.

1038 Historical Archives - Private Sector Records - Inventories
Inventories of private sector records in the Archives.
Transferred to Archives after completion of binder under CH 0093.

1039 Historical Archives - Private Sector Records - Restriction Forms
Restrictions on access to private sector records in the Archives.
Destroyed upon expiry, cancellation, or preparation of new form, under CH 0094.

1040 Historical Archives - Private Sector Records - Restricted Access Files
Permission granted to researchers to consult, and/or receive photocopies of, private sector records in the Archives.
Destroyed 15 years after expiry of restriction under CH 0095.

1041 Historical Archives - Union List of Manuscripts Entry Forms
Historical Archives contributions to The Union List of Manuscripts (published summary of private sector records in Canadian Archives).
Destroyed following publication under CH 0097.

1042 PROVINCIAL SERVICES
Provincial Archives
Hudson's Bay Company Archives

The Hudson's Bay Company Archives, dating from 1671, include the business records of the Company relating to travel and exploration, fur trade, native history, transportation, land development, natural resources, and wholesale and retail trade.

Access to the holdings is governed by the Hudson's Bay Company and by individuals who have donated private records.

Records

1043 Hudson's Bay Company Archives - Office Files
Destroyed after 5 years under CH 0124.

1044 Hudson's Bay Company Archives - In-House Preliminary Research Tools
Preliminary inventories and finding aids for the processed holdings of the Hudson's Bay Company Archives.
Transferred to Archives (one copy); retained in Hudson's Bay Company Archives (original) under CH 0122.

1045 Hudson's Bay Company Archives - Special Permission Register
Listing of researchers authorized to consult restricted Hudson's Bay Company records.
Destroyed 5 years after closure under CH 0125.

1046 Hudson's Bay Company Archives - Interlibrary Loan Request Forms
Requests to borrow microfilm copies of Hudson's Bay Company records.
Destroyed after 2 years under CH 0129.

1047 Hudson's Bay Company Archives - Conservation Request Form
Conservation work undertaken on records of the Hudson's Bay Company Archives.
Transferred to Archives after 4 years under CH 0121.

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1048 Hudson's Bay Company Archives - **Day Copies**
Destroyed after 1 year under CH 123.

1049 PROVINCIAL SERVICES
Provincial Archives
Government Records

Government Records administers an integrated **records management** and archival program for records created or received by government departments, agencies, boards, the Courts, and Crown corporations. The program provides a wide range of advisory, support, and technical services to the government, including the Government Records Centre facility and Central Micrographics Laboratory. Government Records also offers research and information services to the public, and is responsible for central administration of The Freedom of Information Act, including production of the statutory Access Guide, and may provide **records management** and archival assistance to local government and school authorities.

Internal Indexes: Office Files - File Plans; Instruction Manuals (Preparing Records Authority Schedules, Implementing Records Authority Schedules, Micrographics Laboratory Procedural Manual, Records Centre Procedural Manual).

Records

1050 Government Records - **Office Files**
Destroyed after 4 years, **subject to archival selection**, under CH 0053.

1051 Government Records - Departmental Files
Records and information management in the Manitoba government, including correspondence with departments, Crown corporations, boards, commissions, and agencies regarding the preparation and implementation of **Records Authority Schedules**, automated records systems, micrographics, and Freedom of Information administration.
Destroyed after 4 years under CH 0049.

1052 Government Records - Schedule Index
The implementation of **Records Authority Schedules** and disposal dates (destruction or transfer to Archives) of records transfers.
Transferred to Archives after 5 years under CH 0050.

1053 Government Records - Transaction Logs
Circulation of **Records Authority Schedules** prior to approval, and the dispatch of Records Transfer Box Lists to departments for records in Records Centre (temporary storage).
Destroyed after 1 year under CH 0054.

1054 Government Records - Restricted Records Retrieval Index
Departmental officials authorized to retrieve files from restricted series in the Records Centre.
Destroyed after 6 years under CH 0072.

## MANITOBA CULTURE, HERITAGE AND CITIZENSHIP

1055 Government Records - Processing Files
Source, arrangement, and content of government records transferred to the Provincial Archives.
Destroyed after microfilming and after accession is fully described under CH 0051.

1056 Government Records - In-House Preliminary Inventory Forms
Draft descriptions of government records transferred to the Provincial Archives.
Transferred (original and working copy) to Archives once accession is fully described under CH 0052.

1057 Government Records - Receipt of Unscheduled Records
Authority to transfer discontinued government records to the Archives, including description of the records, dates, and access provisos.
Transferred to Archives when volume is completed under CH 0070.

1058 Government Records - Records Centre - Office Files
Destroyed after 4 years under CH 0061.

1059 Government Records - Records Centre - **Records Authority Schedules**
Copies of authorizations for the retention and disposition of government records, including: function and content description; estimates of volume and retrieval; locations; access provisions.
Destroyed once **Records Authority Schedule** is discontinued and action has ceased on the series, under CH 0055.

1060 Box List Log
Receipt of Records Transfer Box Lists and subsequent receipt of records.
Destroyed after 10 years under CH 0277.

1061 Government Records - Records Centre - Records Transfer Box Lists
Lists of transfers received in the Records Centre for inactive storage, destruction, or permanent preservation.
Destroyed or transferred to Archives depending on disposition of records series concerned under CH 0056.

1062 Government Records - Records Centre - Transfer Control Records
Information regarding all transfers of government records under **Records Authority Schedules** including: schedule number, date of receipt, volume, dates, and disposal action.
Destroyed once superseded under CH 0057.

1063 Government Records - Records Centre - Retrieval Requests
Retrieval and return of records in Records Centre.
Destroyed after 1 year under CH 0060.

1064 Government Records - Records Centre - Transfer Destruction Notices
Notices of records under schedule which are either: in departments and due for storage, destruction, or transfer to the Archives; or in the Records Centre and due for destruction or transfer to the Archives.
Destroyed after 4 years under CH 0058.

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1065 Government Records - Records Centre - Destruction Log
Listing of government records shredded at the Records Centre, including Records Authority Schedule number, department, quantity, and transfer number.
Transferred to Archives when volume is complete under CH 0059.

1066 Government Records - Micrographics Laboratory - Office Files
Destroyed after 2 years under CH 0069.

1067 Government Records - Micrographics Laboratory - Microfilm Control List
All microfilm processed by the Laboratory.
Destroyed or transferred to Archives depending on disposition of film under CH 0062.

1068 Government Records - Micrographics Laboratory - Quality Control Records
Quality control of microfilm including: results of daily tests to monitor the processor; and microfilm condition reports recording the quality of film shot by departments and processed by the Laboratory.
Destroyed after 1 year under CH 0064.

1069 Government Records - Micrographics Laboratory - Security Microfilm Control Records
Technical, storage, retrieval data for all microfilm processed by the Laboratory and security copies in the Archives.
Retain in office under CH 0063.

1070 Government Records - Micrographics Laboratory - Recovery Control
Requisitions from departments for microfilming supplies, labour, and supplies; revenue control summary sheets recording monthly labour, supplies and rental costs by department/branch.
Destroyed after 7 years under CH 0065.

1071 Government Records - Micrographics Laboratory - Purchase Orders
Destroyed after 4 years under CH 0066.

1072 Government Records - Micrographics Laboratory - Stock Inventory Records
All stock received and used and by whom.
Destroyed 2 years after completion of card or volume under CH 0067.

1073 Government Records - Micrographics Laboratory - Equipment Maintenance Ledger
Maintenance work on laboratory equipment and rental revenue for units in departments.
Destroyed when equipment is obsolete under CH 0068.

1074 PROVINCIAL SERVICES
Provincial Archives
Conservation Laboratory

The Conservation Laboratory provides technical advice and expertise for the preservation and conservation of records and other materials held in archival or other heritage repositories, either directly or through the Manitoba Heritage Conservation Service.

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Records

1075 Conservation - Office Files
Destroyed after 6 years, subject to archival selection of files relating to environmental controls, development of the Laboratory, the disaster preparedness plan, and the Heritage Conservation Service, under CH 0078.

1076 Conservation - Treatment Records
Conservation treatment of records. Includes requests (title, treatment requested), studio examination record (technical analysis of document condition), and before and after treatment photographs.
Transferred to Archives 4 years after completion of treatment under CH 0079.

1077 Conservation - Treatment Log
Laboratory work number, title of records, name of section within Archives.
Transferred to Archives once completed under CH 0077.

1078 Conservation - Laboratory Files
Technical information concerning Laboratory operations (inventories of chemicals and equipment) and hydrothermograph charts (humidity levels in Archives vaults).
Destroyed after 10 years under CH 0080.

1079 PROVINCIAL SERVICES
Legislative Library

The Legislative Library, under Part I of The Legislative Library Act, is a source of information for Members of the Legislative Assembly of Manitoba, for civil servants, and for the staff of commissions of enquiry, special committees, and task forces appointed by the government. As a research library, it is a resource for the academic community and for the general public. The Library also participates in the interlibrary loan system to give access to the shared resources of other libraries across Canada and abroad. The Library's main collections include the most comprehensive collection of government publications in the province as well as collections concerning biography, economics, geography, and political science. The Rare Book Collection includes publications relating to Manitoba history and the exploration of Western Canada.

The Legislative Library regularly publishes: Manitoba Government Publications - a monthly listing of the various publications issued by the government, indicating source and prices of items; Selected New Titles - a listing of a broad range of notable new books and publications added to the Library's collection; and Current Periodicals Contents - tables of contents from a variety of current periodicals of interest to politicians. Memo for Members is distributed to members of the Legislative Assembly three times per session.

1079 contd The Library operates two reading rooms: a main library in the Manitoba Archives Building, and a Members' Reading Room in the Legislative Building.

Internal Indexes: Office Files - File Plan; Procedural Manual.

Records

1080 Legislative Library - Office Files
Destroyed after 5 years under CH 0136.

1081 Operational Files
Development and implementation of the programs of the Legislative Library. Includes correspondence and reports concerning publication and information exchanges, acquisitions, special projects, and information and technical services.
Destroyed after 5 years, subject to archival selection, under CH 0130.

1082 Information Request Forms
Requests from clients for information or publications. Includes clients' names, and Library's responses.
Destroyed after current year under CH 0131.

1083 Technical Services - Operational Files
Purchasing and receipt records, statistics concerning orders, accessions and cataloguing, professional issue papers, and section administrative records.
Destroyed after 5 years under CH 0133.

1084 Information and Reference Services - Operational Files
Reference inquiries and replies; interlibrary loan requests; correspondence concerning newspapers, periodicals, and government publications; as well as section administrative records.
Destroyed after 5 years under CH 0134.

1085 Estimates Working Papers
Destroyed after 5 years under CH 0135.

1086 Voucher Accounting System - Q, U, R, T (1-6)
Destroyed after 2 years, with the exception of year-end Voucher Accounting System reports R and T which are destroyed after 6 years under CH 0132.

1087 PROVINCIAL SERVICES
Legislative Library
Collection Development

Collection Development formerly a part of Information and Reference Services, endeavors to meet current and future information needs of legislative and government clientele through coordination of selection policies and acquisition procedures, evaluation of current and retrospective holdings, and acquisition of non-government publications.

MANITOBA CULTURE, HERITAGE AND CITIZENSHIP

Records

1088 Operational Files
Book reviews and citations for books on order, statistics for standing orders and daily acquisitions, microfilm statistics, correspondence and cancellations, copies of minutes of library committees and administrative files.
Destroyed after 5 years under CH 0285.

1089 CITIZENSHIP

Citizenship Division includes Immigration and Settlement Services, Business Immigration and Adult Language Training

1090 CITIZENSHIP
Immigration and Settlement Services

Immigration and Settlement Services develops policies and programs related to immigration, demography, citizenship and settlement. Policy and Program Analysis produces and disseminates demographic information, analysis and consultation on immigration policies and programs. Settlement Support Services develops and distributes settlement information manuals, administers the Newcomer Services and Bridging Cultures programs, and provides volunteer and outreach service to ethnocultural communities. Immigration Access Service provides cultural and linguistic interpretation to bridge the needs of immigrants. Program Recognition provides wage assistance to private sector employers willing to create new, permanent positions in professional or technical skill areas for landed immigrants or recently naturalized Canadians, whose credentials and work experience are not formally recognized in Manitoba. The Special Program for Assisting Refugees provides collaborative services between Manitoba, the Canada Employment and Immigration Commission, and the United Nations High Commissioner for Refugees.

Internal Indexes: Human Resource Opportunity Program Manual, Human Resource Opportunity Centres, Procedures Manual, Single Parent Job Access Program Procedures Manual.

Records

1091 Operational Files
Immigration program development, administration and statistics.
Destroyed after 6 years, subject to archival selection, under CH/ES 0045.

## MANITOBA CULTURE, HERITAGE AND CITIZENSHIP

1092 Immigrant Access Service - Client Files
Information regarding immigrant clients of the branch including country of origin, languages spoken, age, family status, source of income, immigration status, work experience, and services provided by the branch such as needs assessment, referral and support services.
Destroyed 2 years after closure under CH/ES 0044.

1093 Immigration and Settlement Management Information System
Immigration and settlement data on magnetic tape received from the federal government including employment histories of recent immigrants to Manitoba and immigration statistics. Client file includes details of origin, family, employment, education, property and language skills.
Destroyed after a minimum of 1 month to a maximum of 4 years under CH/ES 0005.

1094 CITIZENSHIP
Business Immigration

Business Immigration is mandated to undertake negotiations for a federal/provincial Immigration Agreement and to lead the development of a business immigration policy for the province.

1095 CITIZENSHIP
Adult ESL Programs

Adult ESL Programs coordinates the provision of adult English as a Second Language instruction in the province delivered by school divisions, community colleges, private language schools, employers of immigrants, community organizations and other groups.

Records

1096 **English as a Second Language** Program Files
Administration and monitoring of English as a Second Language Program (English at Home and Settlement Language Training Programs) including: contracts with teachers, proposals and reports from teachers, lists of teachers organizations concerning the Program.
Destroyed after 5 years under CH/E 0266.

1097 **English in the Workplace**
Administration, implementation and evaluation of the **English in the Workplace** Program including contracts with trainers, industries, evaluations by students, observations by trainers/teachers, promotion and marketing.
Destroyed after 5 years, **subject to archival selection**, under CH/E 0257.

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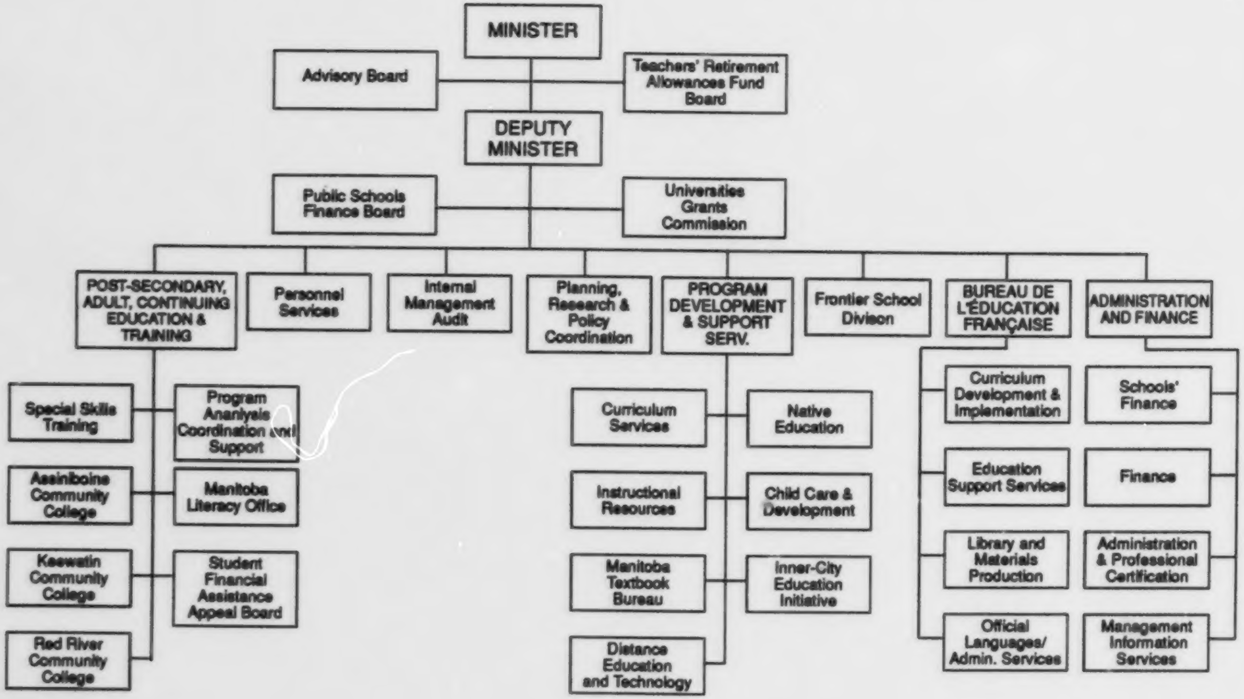
1098 CITIZENSHIP
Working Group on Immigrant Credentials

A working group, reporting to the Minister, reviews and recommends policy on recognition of immigrant credentials and work experience.

# EDUCATION AND TRAINING


MINISTER
Advisory Board
Teachers' Retirement Allowances Fund Board
DEPUTY MINISTER
Public Schools Finance Board
Universities Grants Commission
POST-SECONDARY, ADULT, CONTINUING EDUCATION & TRAINING
Personnel Services
Internal Management Audit
Planning, Research & Policy Coordination
PROGRAM DEVELOPMENT & SUPPORT SERV.
Frontier School Divison
BUREAU DE L'ÉDUCATION FRANÇAISE
ADMINISTRATION AND FINANCE
Special Skills Training
Program Ananlysis Coordination and Support
Assiniboine Community College
Manitoba Literacy Office
Keewatin Community College
Student Financial Assistance Appeal Board
Red River Community College
Curriculum Services
Native Education
Instructional Resources
Child Care & Development
Manitoba Textbook Bureau
Inner-City Education Initiative
Distance Education and Technology
Curriculum Development & Implementation
Education Support Services
Library and Materials Production
Official Languages/ Admin. Services
Schools' Finance
Finance
Administration & Professional Certification
Management Information Services

## MANITOBA EDUCATION AND TRAINING

1150 The Department of Education and Training ensures the provision of elementary, secondary and post-secondary education and training in Manitoba. It is responsible for providing a wide variety of programs and services through the operations of its five divisions: Administration and Finance; Program Development and Support Services; Post-Secondary, Adult and Continuing Education and Training; Bureau de l'éducation française; Frontier School Division; and the Universities Grants Commission.

1151 Applications for access to the records of Manitoba Education and Training may be sent to the Access Coordinator:

Freedom of Information
Access Coordinator
Manitoba Education and Training
507-1181 Portage Avenue
Winnipeg
R3G 0T3
Ph: 945-4322

Arrangements for examining records and for obtaining photocopies may be made through the Access Coordinator.

All government offices are listed by community at the end of the Access Guide green pages.

1152 The Access Officers for Manitoba Education and Training are as follows:

Deputy Minister
Manitoba Education and Training
Room 162 - Legislative Building
Winnipeg
R3C 0V8

Assistant Deputy Minister
Administration and Finance
Manitoba Education and Training
311 - 1181 Portage Avenue
Winnipeg
R3G 0T3

Assistant Deputy Minister
Program Development and Support Services
Manitoba Education and Training
311 - 1181 Portage Avenue
Winnipeg
R3G 0T3

## MANITOBA EDUCATION AND TRAINING

1152 Assistant Deputy Minister
contd Bureau de l'éducation française
Manitoba Education and Training
509 - 1181 Portage Avenue
Winnipeg
R3G 0T3

Executive Director
Universities Grants Commission
Manitoba Education and Training
1550 - 155 Carlton Street
Winnipeg
R3C 3H8

Assistant Deputy Minister
Post-Secondary, Adult and Continuing
Education and Training
Manitoba Education and Training
418 - 185 Carlton Street
Winnipeg
R3C 3J1

President
Assiniboine Community College
Manitoba Education and Training
1430 Victoria Avenue E.
Brandon

President
Keewatin Community College
Manitoba Education and Training
436-7th Street E.
The Pas

President
Red River Community College
Manitoba Education and Training
2055 Notre Dame Avenue
Winnipeg

Director, Student Aid
Post-Secondary Adult and Continuing
Education
Manitoba Education and Training
693 Taylor Avenue
Winnipeg

### MINISTER'S OFFICE

Records

1153 Minister - Office Files
Transferred to Archives after 6 years under E 0002.

## MANITOBA EDUCATION AND TRAINING

1154 **Treasury Board and Cabinet Records**
Transferred to Archives after 5 years or at change of government under E 117A.

1155 **Cabinet Documents - Duplicates**
Destroyed after 1 year, subject to archival selection, under E 0087.

1156 **Cabinet Documents - Agenda Documentation**
Destroyed after 1 year under E 0089.

1157 **Minister - Task Force Records**
Administration, investigations, and recommendations of task forces appointed by the Minister. Includes briefs, submissions, public hearing records, minutes, reports. Task forces concern a variety of departmental issues such as literacy.
Transferred to Archives with the exception of administrative and financial records and working papers which are destroyed subject to archival selection under E 0822.

### 1158 ADVISORY BOARD

The Advisory Board makes regulations regarding religious exercises and patriotic observances in public schools. It may engage in the research and study of educational policy, and is also empowered to consider any other matter referred to it by the Minister.

### 1159 TEACHERS' RETIREMENT ALLOWANCES FUND BOARD

The Teachers' Retirement Allowances Fund Board provides pension plan information to members to enable them to make informed decisions regarding retirement. It also ensures that all benefits are determined in accordance with legislation and are paid on a timely basis. The Teachers' Retirement Allowances Fund Investment Committee is responsible for investment of the Fund's assets.

Records

1160 **Pension Payroll Cards, 1925-1986**
All pension payments to each person on the pension payroll.
Destroy after microfilming (original); destroy after 40 years (microfilm) under E 0759.

1161 **Payroll Register**
Staff payroll including gross salary and deductions.
Destroyed after 7 years under E 0760.

1162 **Employee Files**
Transferred to Archives 60 years after closure under E 0761.

1163 **Board Minutes**
Transferred to Archives after 10 years under E 0762.

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## MANITOBA EDUCATION AND TRAINING

1164 Appointment Books
All appointments for teachers with queries concerning their pension/leave benefits.
Destroyed after current year under E 0763.

1165 Teachers' Retirement Allowances Fund Investment Committee Minutes
Business attended to at each meeting of the Committee including a record of the investment activity of the Teachers' Retirement Allowances Fund.
Transferred to Archives after 10 years under E 0764.

1166 Departmental and General Information Correspondence
General correspondence concerning Manitoba Education and Training.
Destroyed after 2 years under E 0765.

1167 Reciprocal Agreement File
Agreements in effect between the Teachers' Retirement Allowances Fund Board and other reciprocal pension plans in other provinces and the public sector.
Destroyed once rescinded, subject to archival selection, under E 0766.

1168 Revenue Canada Forms
Income tax receipts issued by the Fund to teachers, pensioners and staff.
Destroyed after 7 years under E 0767.

1169 Monthly Bank Statements
All deposits and cheques clearing bank account.
Destroyed after 7 years under E 0768.

1170 Invoices and Vouchers - Accounts Payable
Destroyed after 7 years under E 0769.

1171 Monthly Security Interest Schedule
Record of items such as securities or coupon deposited in, or removed from, the bank safety deposit box.
Destroyed after 1 year under E 0770.

1172 Financial Report Worksheets
Preparation of the Fund's annual financial statement.
Destroyed after 6 years under E 0771.

1173 Securities Listing
Securities received or withdrawn, and coupons settled.
Destroyed after 7 years under E 0772.

1174 Investment Schedule
All securities for the audit security count including information regarding the type of security and its value.
Destroyed after 1 year under E 0773.

1175 Deposit Slips
All deposits to Fund bank account includes amount of each cheque and the total deposit.
Destroyed after 7 years under E 0774.

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MANITOBA EDUCATION AND TRAINING

1176 General Journal
Entries for adjustments to the synoptic ledger.
Transferred to Archives 5 years after binder is full under E 0775.

1177 Securities Ledger
Purchases and sales of securities including investment activity for bonds, mortgages, venture capital, and oil and gas investments.
Destroyed after 7 years under E 0776.

1178 Accounting Synoptic, 1925-1987
All Fund receipts and disbursements including date, name, amount of receipt/disbursement, and the account against which the monies are to be charged.
Transfer to Archives after 25 years under E 0777.

1179 General Ledger, 1925-1986
Monthly summary of daily synoptic entries.
Transfer to Archives after 20 years under E 0778.

1180 Administration and Trust Agreements - Investments
Administration and trust agreements for all investments held by the Fund including the type of investment, company servicing the agreement, investment duration, interest rate, and legal description.
Destroyed 6 years after termination of investment under E 0779.

1181 Investment Files
Information regarding investments such as funding dates, investment description, company servicing the investment, and moneys advanced.
Destroyed 6 years after termination of investment under E 0780.

1182 Brokers Notes
All securities purchased and sold by the Fund, and brokers' contracts.
Destroyed after 7 years under E 0781.

1183 Refund Application Files
Applications for contribution refund and correspondence concerning the teacher. Also includes account and refund details.
Destroyed after microfilming (originals); destroyed after 80 years (microfiche) under E 0783.

1184 Teacher Contributor Files
Documentation, and calculations performed, regarding teachers' service contributions and pensions. Contributor files concern current teachers, deceased teachers, deceased pensioner files, pensioner files, and pre-TRAF pension arrangements for teachers of Winnipeg School Division. Files include benefit and service forms, and date of death notifications. Destroyed 5 years after death or non-payment of pension due to interprovincial reciprocal agreement, subject to archival selection, under E 0784.

1185 Blue Cross Billings - Pensioner and Staff
Billings received from Blue Cross including current premium and arrears.
Destroyed after 7 years under E 0785.

1186 Securities - **Computer System**
Securities transactions including interest, partial redemptions or full maturities and securities purchased.
Destroyed after 1 year (input); destroyed after 7 years (output) under E 0786.

1187 Deposits - **Computer System**
All cheques received and forwarded for deposit.
Continuously updated (electronic file); destroyed after 7 years (input and output) under E 0787.

1188 Teacher Record - **Computer System**
Record of the active and inactive teacher members of the plan.
Continuously updated (electronic file) and destroyed variably (input and output) under E 0788.

1189 Actuarial Valuation Data - Pensioners
Actuarial information used in the annual valuation. Includes information to base cost-of-living adjustments, such as male/female pensioners by age, salaries and pensions paid.
Destroyed after 3 years under E 0789.

1190 General Ledger - **Computer System**
All general ledger transactions including all payments, record of Fund accounts, mortgage investments, and securities purchased.
Continuously updated (electronic file); destroyed variably (input and output) with the exception of the year-end ledger which is transferred to Archives, under E 0790.

1191 Pension Payroll - **Computer System**
Information regarding pensioners from the time they first go on pension until termination of pension payments.
Destroyed variably under E 0791.

## 1192 BOARD OF REFERENCE

The Board of Reference considers requests to establish or to alter the boundaries of school divisions and districts. It may also act to resolve issues concerning the numbers of wards and trustees of school divisions and districts.

### Records

1193 Board of Reference Files
Petitions, hearing notices, and awards issued by the Board.
Destroyed after 10 years, subject to archival selection, under E 0033.

MANITOBA EDUCATION AND TRAINING

1194 ADVISORY COMMITTEE TO THE MINISTER ON THE MULTICULTURE EDUCATIONAL RESOURCE CENTRE

The Committee advises the Minister of Education and Training on the operation and programs of the Multiculture Educational Resource Centre, and ensures effective communication between the multicultural community and the Resource Centre.

Records

1195 Multiculture Educational Resource Centre - Advisory Committee to the Minister of Education and Training - Minutes and Agenda
Destroyed after 6 years, subject to archival selection, under E 0728.

1196 COLLECTIVE AGREEMENT BOARD

The Collective Agreement Board decides on questions arising from collective agreement matters and certifies groups of teachers so that they may form units for collective bargaining purposes.

1197 COMMUNITY LIAISON COUNCIL ON THE MULTICULTURE EDUCATIONAL RESOURCE CENTRE

The Community Liaison Council informs community groups of the Resource Centre's programs and activities and offers suggestions to the Advisory Committee on the Multiculture Educational Resource Centre regarding the community's educational concerns.

Records

1198 Multiculture Educational Resource Centre - Community Liaison Council on - Minutes and Agenda
Destroyed after 6 years, subject to archival selection, under E 0729.

1199 CERTIFICATE REVIEW COMMITTEE

The Certificate Review Committee examines cases where teachers' or clinicians' certificates are suspended by the Minister for any reason. The Minister may also refer any case to the Committee where a teacher's or clinician's certification is to be reviewed.

1200 BOARD OF TEACHER EDUCATION AND CERTIFICATION

The Board of Teacher Education and Certification advises the Minister on matters relating to teacher education and certification. It is composed of representatives from various interest groups.

## MANITOBA EDUCATION AND TRAINING

### 1201 PROVINCIAL EVALUATIONS COMMITTEE

The Provincial Evaluations Committee is a sub-committee of the Board of Teacher Education and Certification and hears appeals of decisions of the Professional Certification Section pertaining to certification, salary classification, and other related issues.

### 1202 CURRICULUM POLICY REVIEW COUNCIL

The Curriculum Policy Review Council advises Manitoba Education and Training on matters relating to school curriculum. It provides a mechanism whereby the Manitoba Teachers' Society, The Manitoba Association of School Trustees, The Manitoba Association of School Superintendents, post-secondary institutions and the community may work with the Department's Curriculum Development Branch and provide input into the curriculum development process. The Council also channels information to the respective organizations regarding the most recent developments and curriculum revisions.

### 1203 JOINT COMMITTEE ON EVALUATION

The Joint Committee on Evaluation advises Manitoba Education and Training on matters relating to curriculum assessment. It recommends appropriate patterns and procedures for the continuing monitoring of student achievement in Manitoba and acts as a consultant to the Curriculum Development and Implementation Branch and the Assessment Section of the Department in the formulation and implementation of specific testing programs. The Committee also reviews and assesses evaluation procedures and techniques used in other provinces and countries and makes recommendations concerning their possible relevance to Manitoba.

Records

1204 Joint Committee on Evaluation Records
Minutes, notices of meetings, background studies.
Destroyed after 5 years, subject to archival selection, under E 0127.

DEPUTY MINISTER

Records

1205 Deputy Minister - Office Files
Transferred to Archives after 6 years under E 0003.

### 1206 UNIVERSITIES GRANTS COMMISSION

The Universities Grants Commission was established by statute in 1967 and is composed of nine members appointed by the Lieutenant-Governor-in-Council.

MANITOBA EDUCATION AND TRAINING

1206 contd The Commission advises the Minister on the amount of financial assistance, operating and capital, which should be provided to the universities by the government and is then responsible for allocating the funds to the universities.

The Commission reviews and provides written approval for any new or expanded service, facility, or program of studies involving monies at the disposal of the Commission before it may be undertaken and implemented by a university. It also studies the need for post-secondary university education in the province in terms of kind, quality, and quantity, and in light of the capacity of the universities.

Records

1207 Universities Grants Commission - Office Files
Destroyed after 4 years, subject to archival selection, under E 0191.

1208 Commission Documents
Deliberations and decisions of the Commission.
Transferred (originals and microfilm) to Archives after 25 years under E 0192.

1209 Post-Secondary Research Reference Committee - Demand and Enrolment Model 1971-1982
Minutes of the Post-Secondary Research Reference Committee, reports, studies including forecasting of university enrolments. The Committee, a joint effort of the Department and the Universities Grants Commission staff was established to study enrolments and enrolment trends in order to formulate a uniform enrolment forecasting model for universities.
Transfer to Archives under E 0195.

1210 Council on Higher Learning Records, 1964-1967
Deliberations and decisions of the Council on Higher Learning which was established by the provincial government to study the problems of post-secondary education. The Council recommended that university status be given to both the University of Brandon and the University of Winnipeg and was responsible for The Universities Establishment Act.
Transfer to Archives immediately under E 0193.

1211 Administration and Accounting Records
Cash flow, bank statements, cancelled cheques, Voucher Accounting System A to C, accounting records, expenditure files.
Destroyed after 7 years under E 0190.

1212 Employee Files
Destroyed after 60 years (files generated pre-1981); transferred to Personnel Services and unnecessary documents destroyed (files generated post-1981) under E 0194.

MANITOBA EDUCATION AND TRAINING

## 1213 THE PUBLIC SCHOOLS FINANCE BOARD

The Public Schools Finance Board is responsible under The Public Schools Finance Board Act for the Education Support Program whereby operational funding support is provided to school divisions toward the costs of educating their students. On behalf of the Minister, the Board develops and establishes policies, criteria and procedures relative to the school facilities construction program in Manitoba. It also directs various capital and other support programs.

Schools Finance Branch, Administration and Finance, is responsible for providing the Board with accounting and administrative services. Records concerning schools financing are also entered under this branch.

Records

1214 Minutes and Statistics
Decisions of the Public Schools Finance Board concerning capital projects in school divisions.
Transferred to Archives after 10 years under E 0060.

## 1215 POST-SECONDARY, ADULT AND CONTINUING EDUCATION (PACE) AND TRAINING

PACE and Training is responsible for the three Manitoba community colleges (Assiniboine in Brandon, Keewatin in The Pas and Red River in Winnipeg), Special Skills Development, Program Analysis Coordination and Support, Student Financial Assistance Branch and Student Financial Assistance Appeal Board, and the Manitoba Literacy Office.

Records

1216 Assistant Deputy Minister - Office Files
Destroyed after 3 years, subject to archival selection, under E 0350.

1217 Records Management Administration Files
Destroyed after 3 years with the exception of copies of Records Authority Schedules which are destroyed once superseded under E 0205.

1218 Employee Files
Transferred to Personnel Services after closure and unnecessary records destroyed under E 0203.

## 1219 POST-SECONDARY, ADULT AND CONTINUING EDUCATION (PACE) AND TRAINING
Special Skills Development

Special Skills Development Branch analyzes labour market supply and demand, consults regularly with the private sector on skills training requirements, and plans and develops programs for non-university training needs. It is also responsible for Intergovernmental Relations which negotiates and administers federal purchases of training from the province, monitors federal job creation and training activities in

1219 contd Manitoba, and coordinates federal-provincial and interprovincial relations on labour market matters. It administers: **New Careers**; the Stevenson Aviation Technical Training Centre, which offers specialized training programs to individuals employed in transportation and aircraft maintenance as well as other areas of industry; **Job Training for Tomorrow**; and the Manitoba Technical Training Centre.

Records

1220 **Executive Director - Office Files**
Destroyed after 5 years under E 0361.

1221 **Industrial and Non-Sponsored Student Files**
Training agreement between client and the Crown, invoices, award issued upon course completion.
Destroyed after 5 years under E 0206.

1222 **Canada Employment Student Files**
Progress of students enroled under the **Federal-Provincial Training Agreement** including applications, reports from previous institutions, award and or certificate issued on completion (copy).
Destroyed after 5 years under E 0208.

1223 **Manitoba Technical Training Centre - Provincial Liaison Officer's Files**
Administration of the Manitoba Technical Training Centre including collection of accounts, purchase of courses, setting of fees, and statistics.
Destroyed after 3 years under E 0209.

1224 **Manitoba Technical Training Centre - Transcripts of Marks**
Transcripts of student marks.
Destroyed after 30 years under E 0207.

1225 **Manitoba Technical Training Centre - Student Questionnaires**
Questionnaires completed upon completion of courses at the Manitoba Technical Training Centre. Includes evaluation of training and job placement record.
Destroyed after 3 years under E 0820.

1226 **Manitoba Technical Training Centre - Course Purchase Notices**
Copies of course purchase notices from Canada Employment and Immigration (CEIC), which identify the student's name, course taken, per diem rate and training days utilized.
Destroyed after 3 years under E 0821.

1227 **Intergovernmental Relations - Office Files**
Destroyed after 4 years under E/ES 0007.

MANITOBA EDUCATION AND TRAINING

1228 National Training Agreement Files
Record of the federal purchase of occupational training service from the province, and its implementation under the National Training Agreement. Files include estimates of training requirements, Labour Market Needs Committee meetings minutes, negotiations regarding training needs and costs, reports, course descriptions, lists of eligible courses, output projections, assessments of courses, annexes to agreements under The National Training Act (Canada).
Transferred to Archives 10 years after termination of the agreement under E/ES 0063.

1229 Interprovincial Policy Files
Record of negotiations for federal purchases of training from the province and the coordination of federal-provincial and interprovincial relations on labour market matters including: Cabinet papers, ERIC/Treasury Board submissions, briefing notes, meeting minutes.
Transferred to Archives after 10 years under E/ES 0064.

1230 New Careers - Office Files
Destroyed after 5 years under E 0360.

1231 Job Training for Tomorrow - Office Files
Destroyed after 5 years under E 0358.

1232 New Careers - Trainee Records
Record of trainee participation in various New Careers training programs including trainee personal data, evaluations of performance and progress reports.
Transferred to Archives after 6 years under E/ES 0067.

1233 New Careers - Project Files - Training Courses
New Careers training project administration includes the record of negotiations for equipment, classroom space and numbers of clients with private sector agencies or other levels of government, training plans and evaluations.
Destroyed after 6 years under E/ES 0068.

1234 Stevenson Aviation Technical Training Centre - Project Files - Training Courses
Courses developed and delivered by the Centre including training and evaluation plans, project negotiations, correspondence regarding training plans and costs with aviation and airline companies.
Destroyed after 6 years under E/ES 0086.

1235 Canadian Jobs Strategy Files
All proposals submitted to the Employment and Immigration Commission (Canada) under Canadian Jobs Strategy including federal acceptance/rejection, statistical and financial data, provincial review and analyses of data.
Transferred to Archives after 5 years under E/ES 0065.

MANITOBA EDUCATION AND TRAINING

1236 **Job Training for Tomorrow - Office Files**
Destroyed after 5 years under E 0348.

1237 **Manitoba Jobs and Training** - Employer Files, 1983-1986
Applications for, and the disbursement of, monies under the **Manitoba Jobs and Training** program. Includes application forms from potential employers and employees, assessment forms, training plans, claim forms, and payroll monitoring sheets.
Destroyed after 5 years under E 0362.

1238 Selkirk Training Plant - Student Records
Evaluation and review of student trainees at the Selkirk Training Plant including student applications, **Revenue Canada TD1 Forms**, attendance records, progress reports, social service reports.
Destroyed after 5 years under E/ES 0060.

1239 Payroll Records - Trainees and Staff
Destroyed after 10 years under E/ES 0061.

1240 POST-SECONDARY, ADULT AND CONTINUING EDUCATION (PACE) AND TRAINING
Assiniboine Community College

Assiniboine Community College serves the residents of southwestern Manitoba by offering more than 25 full-time day programs and an extensive variety of continuing education, special, business, and industrial programming. The College is also responsible for the delivery of community college agricultural training to the entire province. Programs and services are offered on-campus in Brandon, at the Parkland Campus in Dauphin, and in more than 30 other Manitoba communities.

PRESIDENT

Records

1241 President - **Office Files**
Destroyed after 3 years with the exception of records concerning committees, organizations and associations which are destroyed after 4 years, subject to archival selection, under E 0222.

1242 President - Administrative Assistant to the President - Executive Support Files
Advertising, promotion, including College publications, and research and development.
Destroyed after 2 years under E 0220.

MANITOBA EDUCATION AND TRAINING

1243 POST-SECONDARY, ADULT AND CONTINUING EDUCATION (PACE) AND TRAINING
Assiniboine Community College
Administration and Community Programs

Administration and Community Programs is responsible for administration (Financial Administration, Education Support, and the Student Assistance Centre) and for Community Programs (Agricultural Programs, Industrial Business and Continuing Education and the Parkland Campus in Dauphin) and Human Resource Management).

Records

1244 Community Programs - Office Files
Planning, implementation and evaluation of off-campus programs.
Destroyed after 2 years under E 0217.

1245 Community Programs - Flexible Funding Contracts
Flexible funding contracts drawn up with agencies or individuals to provide training for private business or industry on a cost recoverable basis. Costs of training are paid for by the requesting agency.
Destroyed 6 years after contract expires under E 0215.

1246 Community Programs - Course Files
Outlines, student evaluation summaries of all Community Programs courses including Agricultural, Evening Program, Distance Education, Special Programs such as Flexible Funding, Federal-Provincial Training Agreement and Rural Evening, and Parkland Campus courses.
Destroyed after 2 years with the exception of course outlines and summaries which are destroyed after 6 years under E 0216.

1247 Community Programs - Canadian Job Strategy (CJS) Contracts
Canadian Job Strategy proposals, assessments, statistics, and contracts.
Destroyed 6 years after expiry of contract, subject to archival selection, under E 0218.

1248 Administration and Student Services - Director - Office Files
Destroyed after 2 years with the exception of Finance, PACE, and federal government training records which are destroyed after 3 years and workplace, safety and health records which are destroyed after 5 years under E 0221.

1249 Administration and Student Services - Registrar's Student Files
Registration and enrolment history of all full and part-time day students of the College including applications, student aid documents, transcripts, sponsorship documents, progress reports, test results and where applicable, practicum details.
Destroyed after 30 years under E 0233.

1250 Administration and Student Services - Bookstore Account Files
Destroyed after 4 years under E 0227.

MANITOBA EDUCATION AND TRAINING

1251 Administration and Student Services - Accounts Payable
Destroyed after 4 years under E 0231.

1252 Administration and Student Services - Accounts Receivable
Destroyed after 7 years under E 0224.

1253 Administration and Student Services - Budget Support Files
Destroyed after 7 years under E 0226.

1254 Student Assistance Centre - Student Assistance Centre - Office Files
Destroyed after 2 years under E 0230.

1255 Student Assistance Centre - Testing Files - Applicants/Students
Names of tests administered, raw scores, interpretations of raw scores, recommendations regarding placement, interview notes regarding personal and academic preparedness.
Destroyed after 10 years under E 0223.

1256 Student Assistance Centre - Counselling Case Files - Applicants/Students
Counselling received by students (personal, academic, financial, vocational) including applications, notes, academic and aptitude assessments.
Destroyed 2 years after closure under E 0228.

1257 Student Assistance Centre - Rejected Admission Applications
Applications for admission to the College which have been rejected. May include transcripts of marks and pre-requisite documentation.
Destroyed after 6 months under E 0211.

1258 Student Assistance Centre - Canadian International Development Agency (CIDA) Administration
Administration of the agreement between CIDA and the College whereby the College agrees to provide specific training for CIDA clients and CIDA agrees to provide the necessary funding for the clients. In addition the College administers the trainees allowances and submits monthly statements to CIDA concerning student progress and disbursement of funds.
Destroyed after 2 years under E 0229.

1259 Student Assistance Centre - Management Information System Reports and Documents
Reports concerning applicants, for example, name, address, marital status, age, educational history.
Destroyed after 3 months under E 0232.

1260 Personnel - Employee Files
Destroyed after 60 years under E 0225.

1261 Personnel - Payroll System - Reports
Destroyed after 2 years under E 0213.

1262 Personnel - Employee Attendance Records
Destroyed after 10 years under E 0212.

1263 POST-SECONDARY, ADULT AND CONTINUING EDUCATION (PACE) AND TRAINING
Assiniboine Community College
Post-Secondary and Skills Development

Post-Secondary and Skills Development includes: Applied Arts and Developmental Programs, Business, Technology and Trades, Educational Development and the Cooperative Education Centre.

Records

1264 Post-Secondary and Skills Development - Chairperson - **Office Files**
Destroyed after 2 years under E 0214.

1265 Post-Secondary and Skills Development - Vice President Academic - **Office Files**
Destroyed after 2 years with the exception of Advisory Committee meeting minutes which are destroyed after 3 years under E 0219.

1266 POST-SECONDARY, ADULT AND CONTINUING EDUCATION (PACE) AND TRAINING
Keewatin Community College

Keewatin Community College serves the residents of Northern Manitoba by providing vocational and academic training appropriate to abilities, needs and aspirations. The College offers close to 20 full-time day programs and a wide variety of continuing education and special programs on-campus in The Pas, at regional centres in Flin Flon and Thompson, and in communities throughout the north.

PRESIDENT

Records

1267 President - **Office Files**
Destroyed after 4 years, **subject to archival selection**, under E 0340.

1268 Personnel Administration - Payroll System Reports and Voucher Accounting System Reports
Destroyed from a minimum of 1 month to a maximum of 6 years under E 0333.

1269 Personnel Administration - Payroll Files
Employee registration, Revenue Canada TD1 Forms, appointment and election statements, benefit records.
Destroyed 7 years after closure under E 0325.

1270 Personnel Administration - Employee Files
Destroyed 60 years after closure under E 0311.

1271 Personnel Administration - Competition Files
Destroyed after 2 years under E 0310.

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1272 Personnel Administration - Personnel - Office Files
Destroyed after 4 years under E 0312.

1273 Personnel Administration - Attendance Reports
Destroyed after 10 years under E 0308.

1274 Personnel Administration - Job Descriptions
Destroyed once position is eliminated under E 0309.

1275 Learning Support - Employee Files - Evening School
Destroyed after 2 years under E 0322.

1276 POST-SECONDARY, ADULT AND CONTINUING EDUCATION (PACE) AND TRAINING
Keewatin Community College
Business and Support Services

Business and Support Services is responsible for general financial and administrative management of the institution including the regional centre in Thompson. Support Services is responsible for registration, counselling, media services, and the Learning Resource Centre.

Records

1277 Administration and Finance - Office Files
Destroyed after 2 to 6 years with the exception of plans/programs and reports/statistics which are transferred to the Archives after 3 and 4 years under E 0334.

1278 Administration and Finance - Committee Minutes - Support Files
Deliberations of various committees relating to post-secondary education.
Destroyed after 5 years, subject to archival selection, under E 0307.

1279 Administration and Finance - Financial Administration - Office Files
Destroyed after 6 years under E 0338.

1280 Administration and Finance - Stores Support Files
Purchase orders, Bookstore requests, packing slips, stores issue slips, relocations and loans of College property.
Destroyed after 7 years under E 0331.

1281 Administration and Finance - Stores Inventory
Inventories and office equipment rentals.
Destroyed 1 year after elimination of product under E 0335.

1282 Administration and Finance - Buildings and Supplies Files
Monitoring and administration of College buildings, office equipment and supplies.
Destroyed after 4 years under E 0339.

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1283 Administration and Finance - Bookstore - Purchasing Files
Invoices, booklists, purchases justifications, requisitions.
Destroyed after 4 years under E 0314.

1284 Administration and Finance - Bookstore - Sales Records
Daily transactions in bookstore.
Destroyed after 4 years under E 0315.

1285 Administration and Finance - Bookstore - Accounting Files
Stock inventory, reconciliations, sales summaries.
Destroyed after 6 years with the exception of stock inventory which is destroyed once stock is obsolete under E 0316.

1286 Administration and Finance - Residence - Office Files
Monitoring of operations and requirements of the College residence including planning, privileges, policies, statistics, guidelines and offers of space.
Destroyed after 4 years under E 0313.

1287 Administration and Finance - Accounting - Administration Files
Assets, audits, financial statements, budgets, inventories.
Destroyed after 3 years under E 0341.

1288 Administration and Finance - Budgets and Estimates
Destroyed after 5 years under E 0337.

1289 Administration and Finance - Accounts Receivable
Destroyed after 6 years under E 0332.

1290 Administration and Finance - Accounts Payable Files
Destroyed after 7 years under E 0342.

1291 Administration and Finance - Voucher Accounting System - Reports
Destroyed after 4 years under E 0346.

1292 Administration and Finance - Voucher Accounting System - Reports
Destroyed after 2 years with the exception of year-end reports which are destroyed after 6 years under E 0343.

1293 Administration and Finance - Student Support Files
Administration of student services.
Destroyed after 2 years under E 0317.

1294 Learning Support - Student Admission Files
Student applications for, and admission to, the College including transcripts, medical reports, instructors' advice. Also includes cancelled or rejected applications.
Destroyed after 1 year under E 0336.

1295 Learning Support - Chairman - Office Files
Destroyed after 3 years under E 0320.

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1296 Learning Support - Course Development Evening School
Course outlines, test samples, community liaison and course input.
Destroyed after 6 years under E 0321.

1297 Learning Support - Registrar's Files
Learning Support reference information includes: college calendars, enrolment and termination reports, enrolment forecasts, income tax tuition receipts.
Destroyed after 3 years with the exception of college calendars which are transferred to the Archives after 3 years under E 0323.

1298 Learning Support - Counselling Files
Counselling of students including warnings for dismissal, test results, profiles, personal concerns or problems, financial status and residential accommodations.
Destroyed 1 year after closure under E 0326.

1299 Learning Support - Counselling Support Files
Details regarding student support services (accommodation, awards, bursaries, career planning, community relations, convocation, liaison with native bands and tribal councils, student associations, and financing).
Destroyed after 6 years under E 0327.

1300 Learning Support - Student Files - Evening School
Student registration and tuition fees payment.
Destroyed after 30 years under E 0344.

1301 POST-SECONDARY, ADULT AND CONTINUING EDUCATION (PACE) AND TRAINING
Keewatin Community College
Academic

Academic is responsible for training in the following areas: health, human services, business and technology, trades programs, and the market driven training centre.

Records

1302 Dean - Office Files
Destroyed after 2 years under E 0345.

1303 Industrial Training and Skill Development - Dean - Office Files
Destroyed after 2 years with the exception of Limestone Training files which are transferred to Archives under E 0328.

1304 Industrial Training and Skill Development - Office Files
Destroyed after 2 years under E 0318.

1305 Industrial Training and Skill Development - Course/Training Files
Instructors' hours with students, timetables, course background, program development and evaluation.
Destroyed after 3 years under E 0330.

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1306 Industrial Training and Skill Development - Departments - Employee Files - Instructors
Destroyed 2 years after closure subject to scrutiny by College Personnel Office under E 0319.

1307 POST-SECONDARY, ADULT AND CONTINUING EDUCATION (PACE) AND TRAINING
Keewatin Community College
Continuing Education

Continuing Education is responsible for women's programs, community programing such as literacy and part-time studies, operation of facilities used in the Thompson operations and Access Programming in The Pas and Thompson.

Records

1308 ACCESS Programs - Applicant and Student Files - The Pas and Thompson
Applications for entry to the program and progress of students. Applicant files include applications, reference letters, post-secondary mark transcripts. Student files include personal profiles, academic progress and accreditation records.
Applicant files destroyed after 4 years; Student files destroyed 10 years after student exits/graduates from program under E 0352 and E 0353.

1309 ACCESS Programs - Office Files - The Pas and Thompson
Destroyed after 7 years under E 354 and E 355.

1310 ACCESS Programs - Accounts Payable - The Pas and Thompson
Destroyed after 4 years under E 0356 and E 0357.

1311 Personnel Administration - Regional Centres - Office Files
Destroyed after 2 years under E 0329.

1312 Personnel Administration - Regional Centres - Student Files
Registration and monitoring of students attending regional courses (Thompson and Flin Flon) including applications, instructors' advice, test results, attendance, receipts, early warning form. Tests include Canadian Achievement Tests which determine students' levels of competency in English and Mathematics and are administered prior to student placement.
Destroyed 1 year after student has completed program under E 0324.

1313 POST-SECONDARY, ADULT AND CONTINUING EDUCATION (PACE) AND TRAINING
Red River Community College

Red River Community College, Manitoba's largest community college, offers more than 80 certificate and diploma courses at its main campus in Winnipeg. It also services the southeastern part of the province by providing continuing education, special, business and industrial programming in Winnipeg and through regional centres in Portage la Prairie, Selkirk, the Pembina Valley, and other communities.

## MANITOBA EDUCATION AND TRAINING

### PRESIDENT

### Records

1314 President - Office Files
Destroyed after 5 years, subject to archival selection, under E 0401.

1315 President - Executive Committee and Community Advisory Board Records
The Executive Committee is a senior management committee which sets internal College policies, and receives and approves recommendations from senior standing committees which affect the College as a whole. The Community Advisory Board advises on short and long-term goals of the College including those concerning training needs, and advises on ways to increase community access to programs.
Transferred to Archives after 5 years under E 0402.

1316 POST-SECONDARY, ADULT AND CONTINUING EDUCATION (PACE) AND TRAINING
Red River Community College
Administration

Administration is responsible for administrative and financial activities of the College, including Finance and Accounting, Personnel and Payroll, Materials and Management, Computer Services, Staff Services, and Facilities and Plant.

### Records

1317 Vice President - Office Files
Destroyed after 4 years, subject to archival selection, under E 0406.

1318 Vice President - Student Grievance Board
Grievances and appeals to the Student Grievance Board which deals with non-academic grievances, such as charges of discrimination, unfair or inconsistent treatment, or incompetence.
Transferred to Archives after 5 years under E 0407.

1319 Facilities and Construction - Canada Employment and Immigration Commission Negotiation Files
Liaison between Manitoba Education and Training and Canada Employment and Immigration Commission regarding the latter's purchase of training. The colleges, following completion of negotiations with Canada Employment and Immigration Commission, then provide places for clients by course and program.
Destroyed after 2 years under E 0403.

1320 Agreements, Contracts and Leases
Agreements, contracts, leases for off-campus training facilities, computer equipment and software, telephone agreements, campus commercial space.
Destroyed after 6 years under E 0414.

## MANITOBA EDUCATION AND TRAINING

1321 Personnel - Office Files
Destroyed after 5 years under E 0408.

1322 Employee Files
Destroyed 60 years after closure under E 0409.

1323 Attendance Registers
Destroyed after 10 years under E 0410.

1324 Payroll System Vouchers
Destroyed after 4 years under E 0411.

1325 Payroll System Reports
Destroyed after 1 to 7 years under E 0412.

1326 Travel and Related Files
Staff development, out-of-province travel requests, and accountable advances.
Destroyed after 5 years under E 0413.

1327 Financial Administration - Office Files
Estimates, Ministerial pre-clearances, and cash flows.
Destroyed after 7 years under E 0415.

1328 Accounts Payable
Voucher Accounting System input and reports, budgets, and purchase orders.
Destroyed after 4 years under E 0416.

1329 Revenue
Cash revenue from all sources within the College.
Destroyed after 7 years under E 0417.

1330 Accounts Receivable
Invoices and log.
Destroyed after 7 years under E 0418.

1331 Tuition Accounting
Tuition fee receipts and sponsorship forms whereby a party other than the student pays the student's fees, for example, churches or community organizations may sponsor students.
Destroyed after 7 years under E 0420.

1332 Refunds and Chargebacks
Cancelled cheques, chargebacks, refund requests.
Destroyed after 7 years under E 0419.

1333 Materials Management - Manager - Office Files
Destroyed after 2 years under E 0426.

MANITOBA EDUCATION AND TRAINING

1334 Materials Management - Inventory Management System
Asset inventory forms.
Destroyed after 10 years under E 0427.

1335 Materials Management - Purchase Orders, Requisitions, internal requests.
Destroyed after 4 years with the exception of internal requests which are destroyed after 1 year under E 0428.

1336 Facilities and Construction - Workplace Safety and Health Files
Destroyed after 10 years under E 0404.

1337 Facilities and Construction Administration Files
Administration of College facilities including requests for use of facilities, documentation of minor modifications (floor plans, purchase requisitions, materials, and major project files (blue prints, plans, charts, estimates).
Destroyed after 2 years with the exception of minor project files which are destroyed after 5 years, and major project files which are destroyed 5 years after completion of project under E 0405.

1338 Bookstore - Purchasing Files
Purchase orders, invoices, requisitions.
Destroyed after 4 years with the exception of purchase orders and ledgers which are destroyed after 7 years under E 0429.

1339 Bookstore - Manager - Office Files
Destroyed after 3 years with the exception of policy and procedure files which are destroyed once revised, financial reports which are destroyed after 7 years, and employee files which are transferred to Personnel Services after closure and unnecessary records destroyed under E 0431.

1340 Bookstores - Sales Files
All sales and refunds through the bookstore including ledgers, sales and record summaries, student parking and security reports, and cash register balance sheets.
Destroyed after 6 years with the exception of the ledger which is destroyed after 7 years under E 0430.

1341 Computer Services - Office Files
Destroyed after 2 years under E 0425.

1342 Computer Services - Director - Office Files
Destroyed after 7 years under E 0421.

1343 Computer Program Tests and Job Control Language Listings
Destroyed after 3 months under E 0423.

1344 Computer Systems Operating Procedures
Computer system procedures including output distribution, data entry, and run procedures.
Destroyed 6 months after termination of system under E 0424.

MANITOBA EDUCATION AND TRAINING

1345 **Media Services - Manager - Office Files**
Media services administration including requests for audio-visual services and radio station licences.
Destroyed after 2 years under E 0432.

1346 **Media Services - Monthly Statistics - Media Production Order System**
Media services statistics including studio bookings, duplication and production request, and equipment maintenance.
Destroyed after 4 years under E 0433.

1347 **Media Services - Copyright Releases**
Letters from producers and other copyright holders allowing reproduction of audio visual materials.
Destroyed after 7 years under E 0434.

1348 **Printing Services - Manager - Office Files**
Destroyed after 2 years under E 0436.

1349 **Printing Services - Copyright Releases**
Letters from copyright holders allowing reproduction of print materials.
Destroyed after 7 years under E 0435.

1350 **Printing Services - Chargeback Requisitions**
Destroyed after 3 years under E 0437.

1351 **POST-SECONDARY, ADULT AND CONTINUING EDUCATION (PACE) AND TRAINING**
**Red River Community College**
**College Development and Extension Services**

College Development and Extension Services is responsible for Developmental Education Programs, Distance Education and Special Projects, Market Driven Training Programs, and Extension Services including evening programs and regional centres in Portage la Prairie, Selkirk, and Winkler.

Records

1352 **Vice-President - Office Files**
Destroyed after 2 years, subject to archival selection, under E 0471.

1353 **Dean - Developmental Education - Office Files**
Destroyed after 5 years under E 0472.

1354 **Managers - Office Files**
Administration of the following divisions: Business, Trades and Technology, Applied Arts and Health.
Destroyed after 2 years under E 0473.

1355 **Developmental Education - Managers - Developmental Programs Registration**
Enrolment of students in English as a Second Language, Developmental Programs, and Adult Basic Education.
Destroyed after 2 years under E 0481.

MANITOBA EDUCATION AND TRAINING

1356 Developmental Education - Manager - Student Progress Files
Progress of Developmental Education students including copies of tests, test scores, completion dates of course.
Destroyed after 2 years under E 0479.

1357 Developmental Education - Managers - Program Administration Files
Administration of English as a Second Language, and Adult Basic Education.
Destroyed after 2 years under E 0480.

1358 Training Consultants - Canadian Classification and Dictionary of Occupations
The Canadian Classification and Dictionary of Occupations, which is designed for use in manpower research and analysis, conducting surveys, census taking and compilation, planning of educational and training programs, counselling and placement services, workers; rehabilitation, immigration and other activities in business and industry.
Destroyed once plan is redundant under E 0476.

1359 General Industrial Training and Canadian Jobs Strategy Proposals
Employer requests for participation in the Canadian Jobs Strategy and the General Industrial Training programs. Includes proposals, contracts, monitor reports, training plans, Canadian Jobs Strategy proposals and General Industrial Training Plan Assessments.
Destroyed after 7 years under E 0477.

1360 Distance Education - Director - Office Files
Destroyed after 2 years under E 0474.

1361 Extension Services - Requests
Requests for information and transcripts from former, current, and prospective students of Extension Services.
Destroyed after 2 years under E 0483.

1362 Extension Services - Student Progress/Attendance Files
Names, addresses, social insurance numbers, course start dates, completion dates, if exam written, marks.
Destroyed after 10 years under E 0489.

1363 Extension Services - Student Record Cards and Certificates, to 1987
Marks attained by, and certificates issued to, Extension Services students.
Destroyed after 30 years under E 0484.

1364 Extension Services - Tuition Receipts
Destroyed after 4 years under E 0488.

1365 Extension Services - Tuition Receipts (Refunds)
Destroyed after 4 years under E 0485.

1366 Extension Services - Instructor Contracts/Payroll Submissions.
Destroyed after 1 year (copies) under E 0486.

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1367 **Extension Services - Instructors' Employee Files**
Destroyed 5 years after closure under E 0487.

1368 **Extension Services - Office Files**
Destroyed after 4 years under E 0482.

1369 POST-SECONDARY, ADULT AND CONTINUING EDUCATION (PACE) AND TRAINING
Red River Community College
Academic Services

Academic Services is responsible for five programming divisions: Applied Arts; Business; Health, Family and Applied Sciences; Trades; and Technology. It is also responsible for program and staff development and the Learning Resource Centre.

Records

1370 **Vice-President - Office Files**
Destroyed after 5 years, subject to archival selection, under E 0438.

1371 **Deans - Office Files**
Office Files of the Deans representing the following divisions: Applied Arts; Business; Health, Family and Applied Sciences; Trades; and Technology.
Destroyed after 4 years under E 0439.

1372 **Department Heads - Office Files**
Office Files of department heads within each of the following divisions: Applied Arts; Business; Health, Family and Applied Sciences; Trades; and Technology.
Destroyed after 4 years under E 0440.

1373 **Department Heads - Student Progress Files**
Progress of students in each of the following divisions: Applied Arts; Business; Health, Family and Applied Sciences; Trades; and Technology. Includes evaluations, test schedules, course outlines, and book lists.
Destroyed after 2 years under E 0441.

1374 **Learning Resource Centre - Office Files**
Destroyed after 5 years under E 0442.

1375 **Learning Resource Centre - Department Heads**
Development of Learning Resource Centre services (public services, technical services, audio visual services) for college departments, equipment inventories, and collections development.
Destroyed after 5 years under E 0443.

1376 **Program and Staff Development - Office Files**
Destroyed after 3 years under E 0446.

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1377 Program and Staff Development - Program Development Files
Curriculum and program development and program evaluation.
Destroyed after 3 years under E 0444.

1378 Program and Staff Development - Staff Development Files
Staff development activities, policies and procedures.
Destroyed after 3 years under E 0445.

1379 POST-SECONDARY, ADULT AND CONTINUING EDUCATION (PACE) AND TRAINING
Red River Community College
Student Affairs

Student Affairs is responsible for integrated student services and support from student recruitment to graduation and job placement. This includes Admissions and Registration, Counselling and Assessment, Day Care, Physical Education, the Resource Centre for the Handicapped, and the Health Centre.

Records

1380 Vice President - Office Files
Destroyed after 4 years, subject to archival selection, under E 0447.

1381 Vice President - Student Academic Appeal Files
Academic appeals lodged by students, including terms of reference, appeal letters, transcripts of proceedings, correspondence between Board members and appellant.
Destroyed after 20 years under E 0448.

1382 Admissions/Registrations - Office Files
Destroyed after 5 years under E 0450.

1383 Admissions/Registration - Student Files
Admission and registration of college students including: applications, high school transcripts, sponsorship letters, special entry forms, correspondence with students, agencies and respective academic areas within the College, copy of student loan document and/or confirmation of enrolment form, college transcripts, evaluation records, record amendments, confirmation of enrolments.
Destroyed 3 years after closure under E 0449.

1384 Admissions/Registrations - Applicants Files (Rejected)
Applications for admission which have been rejected including: applications, high school transcripts, sponsorship letters, special entry forms, correspondence with students, agencies and respective academic areas within the College.
Destroyed after 6 months under E 0451.

1385 Admissions/Registrations - Awards - Office Files
Destroyed after 3 years under E 0452.

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1386 Admissions/Registrations - Awards - Scholarship/Awards Files
Scholarships and awards available to students including description of scholarships and requisite criteria, list of donors (where applicable), cheque authorization, deposit and withdrawal forms.
Destroyed after 6 years under E 0453.

1387 Admissions/Registrations - Transcript Requests
Requests for transcripts of College marks.
Destroyed after 1 year under E 0454.

1388 Resource Centre for Handicapped Students - Office Files
Destroyed after 5 years under E 0456.

1389 Resource Centre for Handicapped Students - Program Development
Descriptions of courses and subjects offered by the Centre including: the Preparatory Program for Hearing Impaired Students and the American Sign Language Visual Language Interpreter Training Program.
Destroyed after 7 years under E 0457.

1390 Resource Centre for Handicapped Students - Student Files
Background of Centre students (former, current, and prospective) including education and medical reports.
Destroyed 7 years after closure under E 0458.

1391 Resource Centre for Handicapped Students - Advisory Board Records
Advice to the Resource Centre for Handicapped Students concerning the planning and implementation of educational support services for disabled students.
Transferred to Archives after 3 years under E 0459.

1392 Counselling - Director - Office Files
Destroyed after 3 years under E 0462.

1393 Counselling - Client Contact Files
Counselling of students including counsellors' notes, test results, referrals, and aptitude test results.
Destroyed after 4 years under E 0460.

1394 Counselling - Admissions Testing Records
Aptitudes, abilities, and achievements of applicants including test answer sheets and related reports.
Destroyed after 5 years under E 0461.

1395 Health Centre - Workers' Compensation Claims
Compensation claims for job-related injuries, (staff and sponsored students).
Destroyed after 5 years under E 0463.

1396 Health Centre - Immunization Records
Immunizations administered to Health Centre students.
Destroyed after 75 years under E 0464.

1397 Health Centre - Staff and Student Medical Records
Illnesses and injuries of staff and students.
Destroyed after 6 years under E 0465.

1398 Special Support Services - Department Head Files
Administration of special services (Distance Education, Learning Skills Services) including grades, marked exams, and student performance records.
Destroyed after 3 years under E 0466.

1399 Special Support Services - Women's Coordinator - Staff/Student Contacts
Contacts with staff and students concerning women's issues. Includes date of contact and resolution of problem.
Destroyed after 10 years under E 0470.

1400 Special Support Services - Women's Coordinator - Subject Files
Projects, activities, materials for workshops.
Destroyed after 10 years under E 0469.

1401 Special Support Services - Test Scores
Clients' test scores including reading laboratory test results, counselling department test results.
Destroyed after 2 years under E 0467.

1402 Special Support Services - Registration Records
Registration of Distance Education students.
Destroyed after 3 years under E 0468.

1403 POST-SECONDARY, ADULT AND CONTINUING EDUCATION (PACE) AND TRAINING
Program Analysis, Coordination and Support

Program Analysis, Coordination and Support (PACS) provides leadership in the design and planning, development, coordination and evaluation of non-university education for adults. PACS endeavors to enable Manitobans to contribute to the social and economic development of the province and to ensure that adults receive education and skills training appropriate to existing and future labour market demands.

Records

1404 Director - Office Files
Destroyed after 4 years, subject to archival selection, and with the exception of training agreements which are destroyed 6 years after expiration under E 0271.

1405 Systems Files
Departmental plans for the acquisition of hardware and software, and documentation of systems developed in-house.
Destroyed after 5 years under E 0273.

1406 Financial Reports and Statistics
Statistical and financial management reports.
Destroyed after 3 years under E 0274.

MANITOBA EDUCATION AND TRAINING

1407 Private Vocational Schools Files
Regulation and monitoring of private vocational schools registered under The Private Vocational Schools Act including applications for licences, renewals, course information, description of instructional delivery, minutes of The Private Vocational Schools Act Program Review Committee, letters of waiver (declaring no requirement for registration), queries from the public. The Committee provides advice and recommendations to the Minister concerning course outlines submitted for review by the keeper or operator of a private vocational school.
Destroyed after 7 years, subject to archival selection, of The Private Vocational Schools Act Program Review Committee under E 0277.

1408 Financial Administration Manager - Office Files
Destroyed after 4 years with the exception of originals of contracts and agreements which are destroyed after 6 years under E 0278.

1409 Supervisor Financial Planning and Review - Office Files
Financial and program activity of provincial training schemes.
Destroyed after 4 years under E 0279.

1410 Training Claims Analysis Files
Claims made under various training agreements and financial transactions of special training projects.
Destroyed after 6 years under E 0280.

1411 Cost Analysis Files
Costing data to support national training agreements claims.
Destroyed after 6 years under E 0281.

1412 Statistical Report - Working Papers
Post-Secondary, Adult and Continuing Education expenditure and activity statistics.
Destroyed after 2 years under E 0282.

1413 Employee Files
Transferred to Personnel Services; unnecessary records destroyed after 2 years under E 0272.

1414 Bank Reconciliations - Colleges, 1982-1986.
Bank reconciliations for Red River Community College fee deposit account and student award endowment fund ledger (all community colleges). The endowment fund contains corporate donations which are awarded as bursaries or scholarships to students enrolled at the three community colleges.
Destroyed after 6 years under E 0294.

1415 International Programs - Office Files
Destroyed after 6 years under E 0268.

1416 International Programs - Program/Project Administration Files
Administration, monitoring and coordination of international development projects. Includes correspondence between International Programs and Canadian and overseas institutions. Includes projects such as the Kenya Institutes of Technology Project whereby Manitoba teachers instruct for five year terms at Kenyan institutions.
Destroyed 7 years after completion of project, subject to archival selection, under E 0267.

1417 International Programs - Placement Personnel Files
Selection and employment histories of Canadians hired to work on PACE international projects.
Destroyed 7 years after completion of the project under E 0269.

1418 International Programs - Federal Government, Private Sector, and Non-Government Organization Files
International activities of the federal government, private sector and non-government organizations.
Destroyed after 4 years, subject to archival selection of "Women in Development" Files, under E 0270.

1419 POST-SECONDARY, ADULT AND CONTINUING EDUCATION (PACE) AND TRAINING
Post Secondary Career Development/Adult and Continuing Education

Post Secondary Career Development/Adult and Continuing Education is responsible for various post-secondary educational programs designed for persons who have formerly been excluded from post-secondary training and educational opportunities (e.g., programs for northern Manitobans, particularly those of native ancestry, programs for southern disadvantaged Manitobans) and for the development, implementation, coordination, funding, and monitoring of initiatives in adult education, including programming for disabled adults, senior citizens, and educationally disadvantaged adults.

Records

1420 Director - Office Files
Destroyed after 5 years under E 0262.

1421 Adult and Continuing Education - Office Files
Destroyed after 5 years under E 0264.

1422 Grant Files
Administration of Door-Opening Grants, evening school grants, and New Initiative Programs. Door-opening Grants are $25.00 grants provided to school divisions for every evening during which one or more adult evening class is conducted.
Destroyed after 5 years under E 0261.

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NUMBER 1423 NOT USED

1424 New Initiatives Program Files
Administration and monitoring of the New Initiatives Program.
Destroyed after 5 years, subject to archival selection, under E 0260.

1425 New Initiatives Program Application Files
Applications from various organizations for delivery of adult education programs, particularly literacy and adult basic education.
Destroyed after 5 years under E 0258.

NUMBER 1426 NOT USED

1427 Committees and Organizations Files
Activities and recommendations of committees and organizations concerned with several aspects of adult education including literacy and Distance Education.
Destroyed after 4 years under E 0265.

1428 Account Documentation
Invoices, purchase orders, fees-for-service, contracts and travel accounts.
Destroyed after 4 years under E 0259.

1429 Native Unit Files
Planning, development and implementation of post-secondary adult and continuing education and training opportunities for native people in Manitoba.
Destroyed after 7 years, subject to archival selection, under E 0295.

1430 Applicant and Student Files
Applications for entry to branch programs, and progress of students. Applicant Files include applications, reference letters, post-secondary mark transcripts. Student Files include personal profiles, academic progress and accreditation records.
Destroyed after 4 years (Applicant Files); destroyed 10 years after student exits/graduates (Student Files) under E 0297.

1431 Student Data Files
Statistics concerning applications for admission to branch programs and student enrolment.
Destroyed 2 years after program is terminated under E 0306.

MANITOBA EDUCATION AND TRAINING

1632 Programs - Office Files
Destroyed after 7 years under E 0302.

1633 Program Files
Development and implementation of post-secondary educational programs (Brandon University Northern Teacher Education Program, Community College ACCESS program, Inner City Nursing Program, Northern Nursing Education Program, University of Manitoba ACCESS Program, Special Pre-Medical Studies Program, Inner City Social Work, Northern Bachelor of Social Work, Engineering Access Program, Education Program - Winnipeg Education Centre) including policy and proposals. The programs are Affirmative Action programs for women or natives who demonstrate that they are unable, financially or otherwise, to obtain a reasonable education.
Transferred to Archives after 7 years under E 0298.

1634 Coordinator of University Programs - Office Files
Destroyed after 7 years under E 0300.

1635 Programs - Accounts Payable
Destroyed after 4 years under E 0303.

1636 Administrator - Office Files
Destroyed after 4 years under E 0304.

1637 Administrative Officer - Office Files
Destroyed after 4 years with the exception of year-end Voucher Accounting System - S and V which are destroyed after 6 years under E 0299.

1638 Operational Support Files
Administration and coordination of post-secondary career development programs for the disadvantaged.
Destroyed after 7 years under E 0305.

1639 Programs - Employee Files
Transferred to Personnel Services after closure and unnecessary records destroyed under E 0301.

1640 Employee Files
Transferred to Personnel Services after closure and unnecessary records destroyed under E 0296.

1641 POST-SECONDARY, ADULT AND CONTINUING EDUCATION (PACE) AND TRAINING
Student Financial Assistance Program

Student Financial Assistance Program is responsible for the Manitoba Student Financial Assistance program which provides supplementary financial assistance for educational purposes to Manitobans with limited financial resources. Assistance is available in the form of Canada Student Loans and Manitoba Government Bursaries as well as through a number of special assistance programs.

## MANITOBA EDUCATION AND TRAINING

### Records

1442 Director/Assistant Director - **Office Files**
Destroyed after 7 years under E 0239.

1443 Student Financial Assistance Policy and Procedures Manual
Policies and procedures for processing applications for Canada Student Loans and Manitoba Government Bursary assistance.
Destroyed after current year with the exception of 3 copies which are destroyed after 7 years under E 0249.

1444 High School Report - **Computer System**, to 1985
Number of student aid applications received.
Destroyed once keyed (input); destroyed after 20 years (output) under E 0019.

1445 Student Financial Assistance Application Records
Calculation of eligibility for assistance. Includes applications, manual assessment requests, control documents, eligibility certificate, Revenue Canada forms.
Destroyed after 7 years under E 0001A.

1446 Student Financial Assistance Application - **Computer System**
Processing of student applications for loans under The Canada Student Loan Act and Manitoba Bursary regulations.
Various dispositions under E 0023A.

1447 Eligibility Lists - Canada Student Loan and Manitoba Bursary Programs
Eligibility of educational institutions and their programs for Canada Student loans and Manitoba Government Bursary assistance.
Destroyed once superseded under E 0250.

1448 Cost of Education Tables
Costs of living and education at specific educational institutions.
Destroyed after current year, **subject to archival selection**, under E 0248.

1449 Canada Student Loans Restricted Listings
Listing of students not authorized to receive further Canada Student Loans or who are reaching maximum student loan eligibility.
Destroyed after 12 months (first copy); destroyed after update received under E 0022.

1450 Awards List (Manual)
Bursaries and loans awarded under the Manitoba Student Aid Program.
Destroyed after 7 years under E 0010.

## MANITOBA EDUCATION AND TRAINING

1451 Coordinator Special Opportunity Award Programs - Office Files
Program administration including criteria, agreements with recipients, estimates and expenditures. Special Opportunity Programs were established to help train students in specialized fields such as medicine with the intent that students, after graduation work in underserviced areas of the province; and to assist students with special needs, or who exceeded the maximum number of years of bursary eligibility.
Destroyed after 7 years, subject to archival selection of awards criteria, under E 0503.

1452 Student Financial Assistance Test Case Files
Hypothetical student files for testing computer system.
Destroyed after 1 year under E 0234.

1453 Audit Information Envelopes
Audits of students in receipt of student aid.
Destroyed after 7 years under E 0012.

1454 Communications Coordinator - Office Files
Design, printing and distribution of Student Aid publications.
Destroyed after 3 years under E 0237.

1455 Coordinator of Student Services - Office Files
Destroyed after 3 years under E 0245.

1456 Supervisor of Data/File Control - Office Files
Destroyed after 2 years under E 0244.

1457 Supervisor of Computer Assessment - Office Files
Destroyed after 2 years under E 0243.

1458 Supervisor of Operations - Office Files
Destroyed after 2 years under E 0242.

1459 Assistant Supervisor of Operations - Office Files
Destroyed after 2 years under E 0238.

1460 Student Advisors - Office Files
Destroyed after 3 years under E 0241.

1461 Supervisor of Services - Office Files
Destroyed after 3 years under E 0240.

1462 Financial Officer - Office Files
Destroyed after 4 years under E 0007.

1463 Accounting Section - Office Files
Destroyed after 4 years under E 0009.

1464 Accounts Receivable
Destroyed after 7 years under E 0247.

1465 Voucher Accounting System - A
Destroyed after 4 years under E 0008.

1466 Voucher Accounting System - M, T (3-4), U, J
Destroyed after 4 years under E 0011.

1467 Employee Files
Transferred to Personnel Services after closure and unnecessary records destroyed under E 0236.

1468 Extension Services - Office Files
Destroyed after 4 years under E 0482.

1469 Supervisor of Information Services - Office Files
Destroyed after 5 years under E 0500.

1470 Audit and Investigation Reports
Audits of students' files including findings and result letters.
Destroyed after 7 years under E 0501.

1471 Supervisor of Audit - Office Files
Destroyed after 5 years under E 0502.

1472 POST-SECONDARY, ADULT AND CONTINUING EDUCATION (PACE) AND TRAINING
Student Financial Assistance Appeal Board

The Student Financial Assistance Appeal Board investigates and processes appeals of Student Financial Assistance Program decisions concerning student assistance and makes recommendations to the Minister based on the findings of these investigations.

Records

1473 Student Financial Assistance Appeal Board - Office Files
Destroyed after 3 years under E 0005.

1474 Decision Files
Appeals from applicants for aid under the Manitoba Student Financial Assistance Program including minutes of meetings, notifications to applicant of decision, statistical reports and policy and procedures manual.
Destroyed after 3 years, subject to archival selection, with the exception of the bi-weekly statistics which are destroyed after 7 years under E 0006A.

1475 POST-SECONDARY, ADULT AND CONTINUING EDUCATION (PACE) AND TRAINING
Literacy Office

The Manitoba Literacy Office is responsible for the development, implementation, coordination, and monitoring of provincially and federally funded adult literacy programming and for the funding of

1475 contd provincial adult literacy programs. The office is also responsible for raising public awareness of literacy issues, developing a collection of adult literacy materials, and assisting the public school system to identify at-risk students and raise their literacy levels.

Records

1476 Literacy Office - Office Files
Destroyed after 4 and 5 years under E 0550 and E 0552.

1477 Literacy Program Files
Information concerning literacy programs funded by the provincial and federal governments including applications and proposals.
Destroyed after 5 years under E 0551.

1478 Literacy Council Files
Council agenda, minutes, reports, and activity reports. The Literacy Council is a non-government organization composed of representatives from the public and private sectors and is responsible for the development of provincial literacy policy.
Transferred to Archives after 5 years under E 0553.

1479 Regional Literacy Offices - Office Files
Destroyed after 5 years under E 0555.

1480 Regional Literacy Offices - Program Files
Information concerning literacy programs funded by the provincial and federal governments including applications and proposals.
Destroyed after 5 years under E 0556.

## 1481 PERSONNEL SERVICES

Personnel Services is responsible for providing comprehensive personnel services for the Department of Education and Training. This includes: establishment of departmental personnel policies and procedures, recruitment and selection, position classification, staff training and development, performance evaluation, human resource planning, contract administration, staff relations, employee counselling, investigation of grievances and matters affecting working conditions and performance, management development, salary and benefits administration and payroll. The branch is also responsible for the development, implementation and evaluation of the Affirmative Action Program to improve the representation and status of women, natives, visible minorities and the physically disabled.

Records

1482 Personnel - Office Files
Destroyed after 4 years under E 0138.

1483 Position Files
Destroyed 1 year after termination of the position under E 0140.

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1484 **Employee Files**
Destroyed 60 years after closure under E 0052.

1485 **Affirmative Action** Files
Departmental implementation of Affirmative Action.
Destroyed after 20 years under E 0179.

1486 **Payroll Records** and **Revenue Canada TD1 Forms**
Destroyed after 7 years under E 0053.

1487 **Payroll System** Reports
Destroyed after 7 years under E 0055.

1488 Personnel and Payroll Working Documentation
Continuously updated personnel documentation reflecting changes in employee salaries and status.
Destroyed after 3 months under E 0093.

1489 Claim for Service Forms
Employment record of casual departmental employees.
Destroyed after 50 years under E 0054.

1490 Attendance Registers
Destroyed after 10 years under E 0051.

1491 **Competition** Files
Destroyed after 6 years under E 0180.

1492 INTERNAL MANAGEMENT AUDIT

Internal Management Audit provides the Deputy Minister and Manitoba Education and Training management with a comprehensive audit of all departmental operations. The branch assesses the appropriateness of management processes and practices, adherence to legislative and administrative requirements, and the adequacy of financial reporting and controls. The branch issues its audit reports directly to the Deputy Minister and ensures follow-up action on its recommendations.

Records

1493 Internal Audit - Office Files
Invoices, purchase orders, expense accounts, attendance registers.
Destroyed after 2 years under E 0153.

1494 Audit Working Papers
Audit reports, organizational charts, audit schedules, flow charts, audit inquiries and interview documents.
Destroyed after 6 years under E 0154.

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## 1495 PLANNING, RESEARCH AND POLICY COORDINATION

Planning, Research and Policy Coordination coordinates the Department's strategic and operational planning process, conducts policy- oriented research, and undertakes the analysis of trends and policies and programs. It develops policy and provides relevant management information and other consultative services.

Records

1496 Planning and Research - Office Files
Destroyed after 4 years under E 0157.

1497 Research Reports and Working Papers
Questionnaires, surveys, and analytical reports concerning a wide range of departmental issues.
Destroyed after 10 years, subject to archival selection, of unpublished reports under E 0018.

1498 Committee Records
Correspondence with organizations and committees such as the Council of Ministers of Education, Planning and Research Directors, and the Planning and Priorities Committee of Cabinet regarding education matters.
Destroyed after 4 years, subject to archival selection, under E 0156.

1499 Planning
Departmental and branch planning.
Destroyed after 6 years under E 0158.

1500 Estimates
Destroyed after 5 years under E 0159.

## 1501 PROGRAM DEVELOPMENT AND SUPPORT SERVICES

Program Development and Support Services includes: Curriculum Services, Instructional Resources, Manitoba Text Book Bureau, Native Education, Child Care and Development, Inner-City Education Initiative, and Distance Education and Technology Branch.

Records

1502 Assistant Deputy Minister - Office Files
Destroyed after 5 years under E 0069 and E 0070.

1503 School Division Files
Correspondence with school divisions concerning school division personnel secondment arrangements, authorizations for funding of special programming, correspondence regarding parent-student concerns.
Destroyed after 5 years, subject to archival selection, under E 0071.

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1504 PROGRAM DEVELOPMENT AND SUPPORT SERVICES
Curriculum Services

The Curriculum Services establishes educational goals, and develops, prepares, and distributes curriculum support materials for elementary and secondary schools. It recommends policies and priorities for elementary and secondary education, develops and initiates curriculum assessment and implementation programs.

The branch coordinates the establishment of vocational programming, provides leadership and consultative services in all subject areas to other branches and the school system, and administers the review and selection of learning materials to support Manitoba curricula.

The branch also channels information between rural and northern school jurisdictions and Manitoba Education and Training. It also provides direct support to rural and northern school jurisdictions in the implementation of programs identified as priorities and administers the **Small Schools Compensatory Support Program** and the **Rural Compensatory Support** Program.

Records

1505 Director - **Office Files**
Destroyed after 5 years, **subject to archival selection**, under E 0124 and destroyed after 5 years under E 0125.

1506 Assessment Score Sheets and Booklets
Assessment of students in core subject areas.
Destroyed after 3 months once scored under E 0113.

1507 Assessment Section - **Office Files**
Destroyed after 5 years under E 0126.

1508 Assessment Files
Each subject assessment including testing materials, committee notices, and correspondence with the school. Also includes curriculum subject assessment, test booklets with students names and schools, answer sheets, progress and final reports.
Destroyed after 10 years under E 0128.

1509 Vocational Education Files - Acting Coordinator
Vocational equipment, grants, facilities, and courses.
Destroyed after 7 years under E 0131.

1510 Subject Area Consultant Files
In-service development, curriculum upgrading, communication with teachers and school divisions regarding specific subject areas such as mathematics or science.
Destroyed after 5 years under E 0130.

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1511 Media Consultant's Office - School Broadcasts and Media Production, 1940-1985
Record of payments, stipulations for program production.
Destroy, subject to archival selection of correspondence, under E 0164.

1512 Regional Services - Office Files
Destroyed after 4 years under E 0099.

1513 School Division Records
Correspondence with school division officials regarding program delivery and reports, and meetings.
Destroyed after 4 years under E 0100.

1514 Association Records
Correspondence with organizations such as the Manitoba Teachers' Society, Manitoba Association of School Trustees, Manitoba Association of School Superintendents regarding various activities such as local and regional teacher in-service, regional superintendent meetings, and departmental participation in local school trustee meetings.
Destroyed after 3 years under E 0101.

1515 Rural Compensatory Support Records
Requests submitted by school principals for Rural Compensatory Support funding and analyses of the requests.
Destroyed after 4 years, subject to archival selection of the Rural Compensatory Support Program Adjudication Panel records and funding requests analyses.
Destroyed after 4 years subject to archival selection, under E 0104.

1516 Small Schools Assistance Records
Small Schools Compensatory Support service to small schools including grants, program delivery projects, proposals, minutes of Small Schools Advisory Liaison Committee, departmental contribution and formula.
Destroyed after 11 years (originals), subject to archival selection; destroyed after 4 years (copies), under E 0199 and E 0103.

1517 Home Schooling
Home schooling of students including work schedules, report cards from school divisions and parents regarding status.
Transferred to Archives 1 year after child reaches 16th birthday under E 0137.

1518 School Inspector Program Reports, 1968-1983.
School or program reviews conducted by departmental personnel.
Transfer to Archives under E 0132.

1519 Staff Assignment Files
Staff assignments, achievements, secondments, evaluations, attendance and vacation.
Destroyed after 5 years under E 0102.

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1520 Program Activity Files - Special Education
Development, monitoring, and financing of education programs for special needs students.
Destroyed after 6 years under E 0133.

1521 School Division Files - Special Needs Funding
Applications from school divisions regarding low incidence funding for special needs students. Low incidence funding makes grants to school divisions to educate children who are afflicted with severe mental and/or physical disabilities, or behavioural problems.
Destroyed after 3 years under E 0136.

1522 Special Education - **Employee Files**
Transferred to Personnel Services after closure and unnecessary records destroyed under E 0134.

1523 Regional Files - Special Needs Students
Evaluations and recommendations for special needs students.
Destroyed after 5 years under E 0135.

1524 PROGRAM DEVELOPMENT AND SUPPORT SERVICES
Instructional Resources

Instructional Resources makes curriculum development and implementation materials (books, films, video recordings) available to high school and elementary teachers, their students and to departmental staff. The public may use the collection in-person or borrow on inter-library loan through public libraries. The services include reference assistance, a library of curriculum materials, and documentation on educational research, and educational theory and practice.

Instructional Resources is organized into three sections: Manitoba Education and Training Library, Collection Development Services, and Multicultural Library Services.

Records

1525 Director - **Office Files**
Destroyed after 5 years under E 0719.

1526 Instructional Resources - **Office Files**
Destroyed after 4 years under E 0721.

1527 Collection Development - Coordinator's Files
Coordination and acquisition of print and non-print materials for the Library.
Destroyed after 5 years under E 0725.

1528 Technician's Files
Purchase and acquisition of Library periodicals.
Destroyed after 3 years under E 0722.

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1529 Multiculture Educational Resource Centre - **Office Files**
Destroyed after 6 years, **subject to archival selection**, under E 0727.

1530 Library - Director - **Employee Files**
Transfer to Personnel Services after closure and destroy unnecessary records under E 0718.

1531 Audio-Visual Librarian - **Office Files**
Destroyed after 5 years under E 0717.

1532 Bibliographies
Listing by subject of materials in the Centre.
Destroyed after 5 years under E 0730.

1533 **Invoices - Accounts Payable** (Patrons)
Destroyed 6 years after last activity under E 0724.

1534 **Invoices - Accounts Payable** (Acquisition)
Destroyed after 4 years under E 0723.

1535 **Employee Files**
Transfer to Personnel Services after closure and destroy unnecessary records under E 0720.

1536 Book and Periodical Purchase Program for Schools, 1985-1987
Assistance to schools for the purchase of Manitoba books and periodicals.
Destroyed after 6 years under E 0726.

1537 PROGRAM DEVELOPMENT AND SUPPORT SERVICES
Manitoba Text Book Bureau

The Text Book Bureau purchases, houses, and distributes text books and other instructional materials used in all elementary and high schools in Manitoba. The public may also purchase books from the Bureau.

Records

1538 Manitoba Text Book Bureau - **Office Files**
Destroyed after 4 years under E 0735.

1539 **Financial Statements**
Transferred to Archives after 7 years under E 0736.

1540 Cash Receipt Ledger
Cash received, deposited to bank, and transferred to Manitoba Finance.
Destroyed after 7 years under E 0737.

1541 Sales and Receivables - **Computer System**
All customer transactions with sales orders, sales invoices and accounts receivable.
Continuously updated (electronic file); destroyed variably (input and output) under E 0738.

1542 Inventory - **Computer System**
Inventory of text books and other curricula materials.
Continuously updated (electronic file); destroyed variably (input and output) under E 0739.

1543 **Accounts Payable - Computer System**
Continuously updated (electronic files); destroyed variably (input and output) under E 0742.

1544 Bank Documents
All trust account transactions including reconciliations, bank statements, and **Voucher Accounting System** - C.
Destroyed after 6 years under E 0743.

1545 Personnel Files
Transferred to Personnel Office files with unnecessary records destroyed under E 0740.

1546 **PROGRAM DEVELOPMENT AND SUPPORT SERVICES**
Distance Education and Technology

Distance Education and Technology encourages and assists educational institutions and agencies in the development and delivery of distance education programs.

It includes Field Based Programs, Correspondence Program, Manitoba Educational Television, and the Educational Technology Program.

Records

1547 **Distance Education Files**
Administration and monitoring of **Distance Education** including: funding proposals, curriculum development and program delivery recommendations.
Destroyed after 5 years under E 0263.

1548 **PROGRAM DEVELOPMENT AND SUPPORT SERVICES**
Distance Education and Technology
Field Based Program

The Field Based Program assists schools, community colleges, and universities in the development and implementation of innovative programs using distance education delivery.

1549 **PROGRAM DEVELOPMENT AND SUPPORT SERVICES**
Distance Education and Technology
Independent Study Program

Independent Study Program provides correspondence/distance education courses to Manitoba residents who wish to obtain credits toward a high school diploma, upgrade basic skills or study for enjoyment. The more

1549 than 150 courses offered may be started or completed at any time
contd throughout the year.

The program offers complementary and supplementary services to students and teachers within the public school system including the provision of course and reference materials, instruction, evaluation and accreditation for students, and consultation regarding correspondence/distance education for teachers.

The branch provides high school equivalency testing and accreditation through the General Educational Development testing program.

Internal Indexes: Correspondence Education Course Calendar.

Records

1550 Director - Office Files
Destroyed after 4 years under E 0701.

1551 Applications - Cashier's Copy
Students' marks in credit courses in junior and senior high school.
Destroyed after 3 years under E 0047.

1552 Placement Tests
Placement tests and results of prospective students entering correspondence courses. Administered to evaluate appropriate level of entry.
Destroyed after 2 years under E 0046.

1553 Examinations
Examinations written by students enrolled in correspondence courses.
Destroyed after current year under E 0004.

1554 Achievement Records (Grades 7-12)
Student applications for correspondence courses, courses issued, and fees paid.
Destroyed after 3 years under E 0048.

1555 Teachers' Record Sheets (Grades 1-6)
Progress of students through grades 1 to 6.
Destroyed after 50 years under E 0049.

1556 Student Files
Registration, progress, and standing of students enrolled with the branch.
Destroyed 4 years after closure (applications and correspondence); destroyed once microfilmed (student cards); destroyed after 50 years (microfilm of student cards) under E 0050.

1557 Client Inquiry Files
Requests for correspondence course information.
Destroyed after 2 years under E 0707.

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1558 **Program Development Files**
Development and evaluation of correspondence courses offered by the branch.
Destroyed after 2 years under E 0715.

1559 **Accounts Receivable Log**
Status of Accounts Receivable.
Destroyed after 6 years under E 0143.

1560 **Invoices - Accounts Receivable**
Destroyed after 6 years under E 0144.

1561 **Requisitions and Invoices - Accounts Payable**
Destroyed after 4 years under E 0145.

1562 **Expenditure Ledger**
Daily posting of all branch expenses and commitments.
Destroyed after 2 years under E 0146

1563 **Balance Report and Reconciliation**
Monthly and year-to-date summary of all expenditures, commitments, outstanding invoices and credits.
Destroyed after 2 years under E 0147.

1564 **Voucher Accounting System - R**
Destroyed after 2 years under E 0148.

1565 **Voucher Accounting System - V**
Destroyed after 2 years under E 0149.

1566 **Refunds (Voucher Accounting System - F)**
Destroyed after 1 year under E 0151.

1567 **Refund Log Book**
Destroyed 1 year after completion of log book under E 0152.

1568 **Attendance and Overtime Reports**
Destroyed after 2 years under E 0702.

1569 **Fee-for-Services Payment**
Destroyed after 1 year under E 0703.

1570 **Revenue Records**
Destroyed after 2 years under E 0704.

1571 **Revenue Ledger Book, 1970-1984**
Destroy after 6 years under E 0705.

1572 **Course Writers - Contracts**
Contracts for course writers, dates of course completion or revision, payments.
Destroyed 7 years after expiry of contract under E 0706.

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1573 General Educational Development Tests - Applications
Requests for General Education Development study books, duplicate certificates and practice tests.
Destroyed after 2 years under E 0183.

1574 General Educational Development Attendance Record Forms
Names of candidates who have written General Educational Development, date of sitting, booklet serial numbers.
Destroyed after 1 year under E 0188.

1575 General Educational Development Testing Program - Computer System
Monitoring and control of the General Education Development Testing Program including: student registration, notification of authority to write test, preparation of material for each test centre, issuance of results, and statistics.
Destroyed after a minimum of 2 years to a maximum of 3 years (input); destroyed variably (output) with the exception of the Survey Return which is transferred to the Archives after 1 year under E 0189.

1576 PROGRAM DEVELOPMENT AND SUPPORT SERVICES
Distance Education and Technology
Manitoba Educational Television

Manitoba Educational Television (METV) offers educational broadcast and video cassette programming (including high school and college level credit telecourses) for Manitoba residents. METV also uses satellite transmission to support the delivery of distance education.

Records

1577 School Broadcasts - Films, 1967-1982
Films produced by the now-defunct School Broadcasts branch.
Destroyed, subject to archival selection, under E 0710.

1578 School Broadcasts - Rough Cuts, 1967-1982
Rough footage used in the preparation of final prints for educational productions.
Destroyed, subject to archival selection, under E 0711.

1579 School Broadcasts - Radio and Television Scripts, 1940-1982
Scripts for educational radio and television productions and work sheets.
Destroyed, subject to archival selection, under E 0712.

1580 PROGRAM DEVELOPMENT AND SUPPORT SERVICES
Distance Education and Technology
Educational Technology Program

Educational Technology supports the use of educational technology in the kindergarten to post-secondary school system.

1581 PROGRAM DEVELOPMENT AND SUPPORT SERVICES
Native Education

Native Education assists elementary and high schools teachers to plan and implement educational programs for native students. The branch develops curriculum guidelines for the Native languages spoken in Manitoba, suggests methods of modifying other provincial curricula, and recommends implementation strategies. The branch identifies and/or develops multimedia curriculum support material for classrooms with both native and non-native students. It provides in-services to inform teachers, administrators, and parents about programs, strategies and resources for native education.

Native Education also recommends policies and priorities for Manitoba Education and Training and coordinates the planning, development, and implementation of department programs related to native education.

Records

1582 Director - **Office Files**
Destroyed after 7 years, subject to archival selection, under E 0078.

1583 Native Education Branch - **Office Files**
Destroyed after 2 years under E 0079.

1584 Program Files
Reports, correspondence regarding branch programs including: Native Languages Career Guidance Program, Native Studies/Social Studies Program, English Language Development Program and the Native Awareness Program.
Destroyed after 5 years under E 0080.

1585 **Employee Files**
Transferred to Personnel Services after closure and unnecessary records destroyed under E 0081.

1586 PROGRAM DEVELOPMENT AND SUPPORT SERVICES
Child Care and Development

Child Care and Development coordinates the implementation of the provincial policies and program directions of Manitoba Education and Training in the area of special needs programming for children with a range of exceptional learning needs in Manitoba. The services include special education, clinical support, services for the hearing and visually impaired, the Diagnostic Support Centre, the Manitoba School for the Deaf and Special Materials Services.

1587 PROGRAM DEVELOPMENT AND SUPPORT SERVICES
Child Care and Development
Diagnostic Support Centre

The Diagnostic Support Centre accepts referrals of children with severe learning problems from school divisions. The Centre identifies learning strengths, and designs and implements remedial programs and services. It assists teachers, parents and service professionals in providing individualized educational programs and provides continuing consultation services to referring school divisions.

1588 PROGRAM DEVELOPMENT AND SUPPORT SERVICES
Child Care and Development
Manitoba School for the Deaf

The Manitoba School for the Deaf is a total communication school providing academic and residential programming for deaf/hearing-impaired children requiring specialized educational programming.

Records

1589 Manitoba School for the Deaf - Student Files
School for the Deaf student histories including: progress reports, marks, audiological information (hearing tests, hearing aid recommendations), and behavioural assessments.
Destroyed 30 years after closure under E 0197.

1590 Manitoba School for the Deaf - Program Activity Files
School for the Deaf program development and administration.
Destroyed after 6 years under E 0196.

1591 Manitoba School for the Deaf - Employee Files
Transferred to Personnel Services after closure under E 0198.

1592 PROGRAM DEVELOPMENT AND SUPPORT SERVICES
Child Care and Development
Special Materials Services

Special Materials Services supplies and approves large print, braille, audiotape and textual materials for the use of handicapped students in Manitoba schools as well as support for the development of audiotape and textual materials for post-secondary students.

Clinical support staff in regional offices provide psycho-educational assessment and consultative services to school divisions. They work directly with children who have learning and adjustment problems and with parents in 33 school divisions/districts in rural and northern Manitoba.

1592 contd Interregional activities include the services of special education consultants for the hearing and visually impaired in their home school divisions and the provision of resource and professional information. Direct consultation and educational placement services are also available to deaf and blind children, and special equipment services are provided to children with severe handicaps to enable them to attend public schools.

Records

1593 Special Education - Office Files
Destroyed after 4 years under E 0163.

1594 PROGRAM DEVELOPMENT AND SUPPORT SERVICES
Inner City Education Initiative

The Inner City Education Initiative is designed to improve the quality of education for inner city children. Inner city high need characteristics include high transiency rates, low family employment rates, low family incomes, and single parent families. The Initiative provides leadership in the development of specific program strategies for inner city students and works collaboratively with school divisions to develop specific strategies to improve the quality of school programming. Annual program grants are allocated by the Initiative to school divisions. Staff participate in the development of programs and monitoring, and assist in project evaluation. The Initiative administers the Compensatory Support Program and the English Language Development for Native Students Grant. It develops special education program initiatives in collaboration with the local school divisions to pilot innovative/alternative approaches to education for inner city students.

Records

1595 Projects - Winnipeg Divisions
Requests for project funding, recommendations for funding and monitoring of projects.
Destroyed after 6 years, subject to archival selection, under E 0083.

1596 Inner City Program Information
Program information and guidelines.
Destroyed after 5 years under E 0085.

1597 Data, Evaluations and Reports
Evaluations of Inner City funded programs, statistics, and progress reports.
Destroyed after 7 years under E 0084.

1598 Instructional Resources - Inner City Education Employee Files
Transferred to Personnel Services after closure and unnecessary records destroyed under E 0792.

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1599 Finance and Administration
Budgets, cash flow projections, invoices, purchase orders, requisitions.
Destroyed after 4 years under E 0086.

1600 FRONTIER SCHOOL DIVISION NO. 48

Frontier School Division No. 48 was established in 1965 by the consolidation of northern, remote schools previously operated by the Department of Education as special schools; independent school districts; church-administered schools; and some federally operated schools. The boundaries are from township 22 north to the border with the Northwest Territories. The Division provides services to students not covered by other school districts or federally operated schools within that territory. Services provided are similar to those in any other school division. Unique programs reflecting the diverse population and remoteness of the communities are also offered.

Records

1601 Official Trustee and Superintendent Files, 1965-1985
Administration of schools, educational programming, board policies, financial planning, and negotiations with government departments and agencies.
Destroy immediately, subject to archival selection, under E 0062.

1602 Financial Administration Files
Financial, employment, and service agreements; budget submissions; financial statements. Also includes grant and statistical information and lists of Treaty Indian pupils.
Destroyed after 4 years with the exception of pupil lists and agreements which are destroyed after 6 years under E 0063.

1603 General Accounting
All payments made to suppliers and individuals.
Destroyed after 7 years with the exception of the general ledger which is transferred to Archives under E 0064.

1604 Purchasing Files
Purchasing requests from all division departments, tender documents, awards, and related correspondence.
Destroyed after 7 years under E 0065.

1605 Transportation and Insurance Files
Administration of insurance and transportation of both students and Frontier employees including transportation cost analyses, claims, eligible student list, bus contracts, division-owned vehicle lease contracts, monthly government vehicle reports, insurance policies and claims and related correspondence.
Destroyed after 7 years with the exception of contracts which are destroyed 6 years after expiry under E 0066.

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1606 School Registers
Attendance of students attending Frontier School Division
Destroyed after 70 years, with the exception of registers 1928-1962 which are to be transferred to Archives under E 0067.

1607 Chief Superintendent - Office Files
Destroyed after 6 years, subject to archival selection, under E 0068.

1608 Architectural Working Drawings
Drawings of schools and teachers' housing including architectural, structural, mechanical and electrical drawings and blueprints.
Destroyed, subject to archival selection, once facility no longer exists under E 0732.

1609 **Employee Files**
Destroyed 60 years after closure E 0733.

1610 Student Placement Files
Placement of Frontier School Division high school students attending schools away from their homes. Includes: report cards, correspondence with parents, interview reports, details of transportation and board and room, and progress and performance.
Destroyed 60 years after student leaves the school, under E 0734.

1611 School Board and School Committee Files
School Board and School Committee operation includes minutes, general correspondence and reference material regarding administration of School Board. School Committee minutes, terms of reference and general correspondence.
Transferred to Archives after 20 years under E 0799.

1612 Capital Building Projects Files
Construction of, and/or renovation to, school buildings including specifications, drawings, correspondence, inspection and progress reports, copies of payment invoice.
Destroyed, subject to archival selection, once building no longer exists, under E 0731.

## 1613 BUREAU DE L'ÉDUCATION FRANÇAISE

The Bureau de l'éducation française is responsible for all French-language education in Manitoba. Its mandate is to ensure that education in French is available to Manitobans whose first language is French and to provide programs for English-speaking Manitobans who wish to study in French.

Records

1614 Assistant Deputy Minister - Office Files
Destroyed after 5 years, subject to archival selection, under E 0122.

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### 1615 BUREAU DE L'ÉDUCATION FRANÇAISE
Curriculum Development and Implementation

Curriculum Development and Implementation is responsible for the development and implementation of curricula for elementary and high school students throughout the province in both French language and French immersion schools. The branch develops and implements curricula for Manitobans interested in Basic French.

Records

1616 Curriculum Development and Implementation Files
Development of curriculum, policies and procedures.
Destroyed after 5 years, subject to archival selection of meeting minutes and curriculum policies, under E 0121.

### 1617 BUREAU DE L'ÉDUCATION FRANÇAISE
Education Support Services

Education Support Services is responsible for data collection and statistical analysis for the Bureau and for the calculation, distribution and supervision of provincial grants to school divisions for the following school programs: Français, Immersion, Basic French and Conversational French. The branch is responsible for educational, administrative and cultural liaison between the Bureau, school divisions, school boards, other divisions of the Department and the various local, provincial, national, and international organizations involved in French-language education. It undertakes analysis and evaluation of the special projects subsidized by the Bureau de l'éducation française and the Secretary of State and the evaluation of research projects specifically pertaining to French-language education.

The branch is also responsible for a number of agreements, two international and one interprovincial, related to the implementation of educational and cultural projects.

Records

1618 Education Support Services - Office Files
Destroyed after 4 years under E 0119.

1619 Education Support Services - Office Files
Enrolment statistics, grant calculations, correspondence with principals, superintendents of school divisions, teachers, educational associations, and program evaluation.
Destroyed after 6 years, subject to archival selection, under E 0118.

1620 Historical Files, 1972-1986
Establishment and development of the Bureau de l'éducation française, the St. Boniface College Library Resources Centre, curriculum policy, statistics concerning French immersion programs and school enrolments.
Transfer to Archives after 6 years under E 0155.

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1621 **BUREAU DE L'ÉDUCATION FRANÇAISE**
**Library and Materials Production**

Library and Materials Production supplies printed and non-printed materials to teachers (kindergarten to grade 12) and professional educators. It also develops and produces materials for instructional use and makes its holdings available to the branch's most remote schools through a bookmobile.

1622 **BUREAU DE L'ÉDUCATION FRANÇAISE**
Official Languages Programs and Administrative Services

Official Languages Programs and Administrative Services administers the financing of assistance programs under the Federal-Provincial Agreement for Official Language in Education. The agreement allows the province to recover from the Government of Canada part of the additional costs incurred for French-language instruction in both the public school system and the universities. The Bureau also administers bursaries to students and teachers and the division's budget.

Records

1623 Official Languages Program and Administrative Services - Office Files
Destroyed after 6 years under E 0120.

1624 Accounting Records
Invoices, purchase orders, fees-for-service, travel accounts.
Destroyed after 4 years under E 0016.

1625 Bursary Case Files
Administration of bursary applications including applications, birth certificates, statements of approval.
Destroyed after 4 years under E 0017.

1626 Committee Files, 1967-1979
Deliberations, activities and recommendations of departmental committees concerning French language instruction. Committees review following subjects: français, French immersion, French (elementary and secondary), computer science, health, kindergarten, mathematics, natural sciences, social studies, physical education, visual arts, basic conversational French, vocational studies.
Transfer to Archives under E 0015.

1627 ADMINISTRATION AND FINANCE

Administration and Finance includes: Schools' Finance, Finance, Administration and Professional Certification and Management Information Services.

The Division provides administrative assistance to the Department, school divisions, teachers and the general public. It is responsible

1627 contd for: the administration of special schools' services; and the administration of The Public Schools Act, The Education Administration Act and regulations made under those statutes.

Records

1628 Assistant Deputy Minister - Office Files
Destroyed after 5 years under E 0075 and E 0076.

1629 Assistant Deputy Minister - School Division Files
Correspondence with school division officials concerning requests for changes in school days, hours and vacations, trustee representations, education funding, non-resident fees, and parent/student concerns.
Destroyed after 5 years, subject to archival selection, under E 0074.

1630 Assistant Deputy Minister - Complaint Files
Correspondence with parents, teachers, school divisions, general public, resulting in investigation and/or mediation. May include legal opinions, court documents, or communication with the Ombudsman.
Transferred to Archives 5 years after closure under E 0073.

1631 ADMINISTRATION AND FINANCE
Schools' Finance

Schools' Finance is responsible for the provision of accounting and administrative services to the Public Schools' Finance Board. It conducts an ongoing review and assessment of the government Support to Education Program and the calculation and payment of support to school divisions and private schools. The branch is also responsible for the administration and financial reporting included within the FRAME (Financial Reporting and Accounting Manitoba Education and Training) accounting system for school divisions.

Records

1632 Director - Office Files
Destroyed after 5 years under E 0752.

1633 Division Files
Correspondence with school divisions relating to grants, expenditures and other funding/financial matters. Also includes inquiries, financial statistics, and articles concerning specific school divisions.
Destroyed after 5 years under E 0748.

1634 Division Files - Minutes
Public Schools Finance Board decisions relating to school capital funding.
Destroyed after 1 year under E 0747.

MANITOBA EDUCATION AND TRAINING

1635 Education Support Program Grant Forms
Compilation/calculation of units eligible for grant payments to school divisions and districts. Grants are provided for transportation, immigration, vocational training, natives, Hutterites, and heritage. Also includes teachers' names and qualifications, students' names, total enrolment per school, provincial totals.
Destroyed after 7 years under E 0756.

1636 Yearly Reports
Students attending public schools in Manitoba including names, grade levels, and attendance. Also includes teachers' responsibilities, qualifications, and, in some instances, salaries.
Transferred to Archives after 4 years under E 0758.

1637 Half-Yearly Reports, 1963-1980
Students attending public schools in Manitoba including names, grade levels, and attendance. Also includes teachers' responsibilities, qualifications, and salaries.
Transferred to Archives under E 0757.

1638 Advisory Committee Files, 1976-1981
Discussions and decisions of the Advisory Committee, which researched funding changes and recommended better ways to support education in Manitoba.
Transferred to Archives after 14 years under E 0797.

1639 ADMINISTRATION AND FINANCE
Schools' Finance
Program Analysis and Development

Program Analysis and Development provides analysis of issues such as government support to education. It undertakes research for the Public Schools' Finance Board and for the Department in the areas of assessment, planning, and grants forms.

Records

1640 Private Schools Files
Transportation and shared service agreements between private schools and school divisions. Also includes correspondence concerning support, approval of support level, and amount and remission of grant.
Destroyed after 7 years, **subject to archival selection**, under E 0794.

1641 Research Administration Files
Research concerning education financing.
Destroyed after 10 years, **subject to archival selection**, under E 0795.

1642 Balanced Assessment and Ratios
Dollar assessments of municipal properties, and summaries which include dollar assessments of every municipality and the portion in each school division.
Destroyed after 20 years with the exception of the summaries which are transferred to Archives after 20 years under E 0796.

MANITOBA EDUCATION AND TRAINING

1643 ADMINISTRATION AND FINANCE
Schools' Finance
Accounting

Accounting provides budgeting and financial advice to school divisions, establishes standards through FRAME (Financial Reporting and Accounting Manitoba Education and Training) accounting system for school divisions. It offers budgetary and financial advice to independent schools, establishes their accountability standards, and administers statutory and regulatory controls.

Records

1644 Division Financial Budgets
School division expenditures and proposed revenues.
Destroyed after 7 years under E 0745.

1645 School Division Financial Statements
School division expenditures and revenues (actual).
Transferred to Archives after 9 years under E 0746.

1646 Division Estimates Working Files
Projections concerning support to school divisions including categorical grants, equalization support, and block support.
Destroyed after 7 years under E 0749.

1647 The Public Schools Finance Board - Accounting Files
Grant payments and capital grants to school divisions/districts, debenture issues, and Board disbursements.
Destroyed after 7 years under E 0753.

1648 Public School Finance Board - Debenture Records
Record of debentures, and by-laws concerning school divisions/districts capital projects. Includes interim by-laws, debenture by-laws, project approvals, expenditure information and correspondence (school division/district, Manitoba Finance, Municipal Board) 20-year amortization schedules, and debenture agreements.
Destroyed after 27 years under E 0754.

1649 ADMINISTRATION AND FINANCE
Schools' Finance
Capital Facilities

Capital Facilities provides administrative and technical support to the various capital programs under the direction of the Public Schools' Finance Board. Its activities include the review and assessment of capital needs throughout the province, and conducting analyses and making recommendations respecting policy direction and criteria. Capital Facilities also consults with the Public Schools' Finance Board to ensure that standards are met in the construction and supplementary capital programs.

## Records

1650 Capital Facilities - Office Files
Destroyed after 5 years under E 0059.

1651 School Facilities Files
Financing of school construction by the Board including requests for new buildings, additions or renovations; notices of intent; and Ministerial approvals.
Destroyed after 30 years once facility has been disposed of, subject to archival selection, under E 0057.

1652 School Facilities Surveys
Inventory of school facilities including number and type of classroom spaces, condition, type of construction and services of schools. Photographs of facilities are included.
Destroyed after 7 years, subject to archival selection, under E 0058.

1653 Capital Out-of-Revenue Files
Requests for funding of minor school construction projects by the Public Schools Finance Board and support if provided.
Destroyed after 20 years under E 0056.

1654 School Architectural Plans and Construction Specifications
Architectural, mechanical, structural details of school buildings and renovations thereto. Includes specifications and details of roof maintenance.
Transferred to Archives when school building is disposed of permanently under E 0061.

## 1655 ADMINISTRATION AND FINANCE
Schools' Finance
Pupil Transportation

Pupil Transportation develops and implements pupil transportation safety strategies, informs local divisions about Manitoba Education and Training programs, policies and guidelines, and assists school divisions to plan and evaluate their transportation systems. It informs Manitoba Education and Training regarding local pupil transportation issues, makes recommendations for action and policy formulation and offers specialized professional development opportunities to staff of local school divisions.

It also provides administrative services to the Public Schools' Finance Board in all areas related to pupil transportation, including the supply of school bus vehicles to local divisions, day-to-day fleet management and school site planning.

Records

1656 **Pupil Transportation Administration Files**
Administration of Pupil Transportation, funding and technical data (test performance, bus specifications).
Destroyed after 4 years under E 0029.

1657 **Pupil Transportation School Division Files**
Implementation and monitoring of school division transportation systems including accident reports, inventories, and requests for vehicles.
Destroyed after 6 years under E 0028.

1658 **ADMINISTRATION AND FINANCE**
Finance

Finance provides budget development and financial and accounting services for the Manitoba Education and Training.

Records

1659 **Director - Office Files**
Destroyed after 2 years under E 0044.

1660 **Planning and Estimates Files**
Destroyed after 3 years under E 0077.

1661 **Special Schools - Teachers' Payroll**
Salary to teachers employed by the Department and deductions.
Destroyed after 7 years under E 0043.

1662 **Department of Colleges and Universities Affairs, 1971-1977 - Employee Files (Payroll)**
Destroyed after 60 years under E 0709.

1663 **Orders-in-Council**
Orders-in-Council authorizing appointments to Boards/Commissions, payment of grants, and the appointment of senior officers.
Destroyed after 2 years under E 0039.

1664 **Accountable Advances**
Destroyed after 2 years under E 0042.

1665 **Purchase Orders and Requisitions**
Destroyed after 4 years under E 0041.

1666 **Budget Coordinator - Office Files**
Special financial and administrative projects.
Destroyed after 4 years under E 0275.

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MANITOBA EDUCATION AND TRAINING

1667 Budget Files
Estimates, Treasury Board directives, submissions and minutes, expenditures.
Destroyed after 6 years with the exception of the summary and detailed estimates which are destroyed after 5 years and the budget report which is destroyed after 3 years under E 0276.

1668 Accounting Services Manager - Office Files
Destroyed after 3 years under E 0283.

1669 Cash Flow Files
Destroyed after 2 years under E 0284.

1670 Assistant Accountant - Office Files
Destroyed after 2 years under E 0285.

1671 Revenue Files
Procedures for deposits and revenue reconciliation, division accounting codes and cash book ledger, cash receipts book.
Destroyed after 7 years under E 0288.

1672 Shared-Cost Accounting Files
Cash flows, and recovery of expenditures under the Northern Development Agreement, Core Area Initiative Agreement, and Limestone Project Employment and Training Agreement.
Destroyed after 4 years under E 0289.

1673 Accountable Advances.
Destroyed after 3 years under E 0290.

1674 Voucher Accounting System - A
Destroyed after 4 years under E 0286.

1675 Voucher Accounting System - J, L, K, M, N, O, Q, S, T, V
Destroyed after 2 years with the exception of the year end copy of Voucher Accounting System - S under E 0287.

1676 Vehicle Control - Fleet Vehicles Report
Destroyed after 4 years under E 0291.

1677 Mileage Claims - Personal
Destroyed after 2 years under E 0292.

1678 Chart of Accounts
Accounting codes and instructions.
Destroyed after 6 years under E 0293.

1679 Cash Register Tapes and Deposit Details
Cash register tapes, deposit slips, revenue cash book.
Destroyed after 2 years with the exception of the cash book which is destroyed after 6 years under E 0040.

MANITOBA EDUCATION AND TRAINING

1680 Vehicle Control and Mileage Records
Personal and business mileage on government vehicles and business mileage on privately owned vehicles.
Destroyed after 6 years under E 0038.

1681 Voucher Accounting System - A to G
Destroyed after 4 years under E 0036.

1682 Voucher Accounting System - J to O,
R to V
Destroyed after 2 years with the exception of Voucher Accounting System - U which is destroyed after 6 years under E 0037.

1683 ADMINISTRATION AND FINANCE
Administration and Professional Certification

Administration and Professional Certification consists of 2 sections: Administration; and Professional Certification.

1684 ADMINISTRATION AND FINANCE
Administration and Professional Certification
Administration

Administration provides administrative assistance to the Department, school divisions, teachers and the general public. It is responsible for the administration of *The Public Schools Act* and the *Education Administration Act*.

*Records*

1685 General Administration - Office Files
Destroyed after 5 years under E 0031.

1686 Collective Agreement Files
Processing of conciliation and arbitration applications received from school divisions/districts and the Manitoba Teachers' Society including: Ministerial letters requesting the appointment of conciliation officers and nominations for arbitration board members, negotiation background, appointment letters, final conciliation reports, oaths of office, withdrawal letters, arbitration awards and collective agreements between school divisions/districts and local teachers' societies.
Destroyed 6 years after issuance of award under E 0024.

1687 Order-In-Council Pending Files
Orders-In-Council prepared as a requirement of *The Public Schools Act* and pending approval, related strategy and explanatory notes.
Destroyed after 4 years under E 0025.

1688 Order-In-Council and Regulation Reference Files
Manitoba Education Orders-In-Council and regulations (copies)
Destroyed after 9 years under E 0026.

MANITOBA EDUCATION AND TRAINING

1689 School District/Division Formation Files
Formation, alteration, dissolution of school divisions/districts and summaries of boundary land descriptions.
Transferred to Archives upon dissolution of district or division under E 0027.

1690 Legal Opinion Files
Legal opinions concerning education matters and the interpretation of departmental statutes.
Destroyed after 6 years once obsolete under E 0035.

1691 Special Schools Operational Files
Operation of schools and the provision of services to students in unorganized territory south of township 23. Includes: agreement concerning personnel, transportation and operational services, tuition records, requisitions and purchase orders.
Destroyed after 6 years under E 0032.

1692 Special Schools Permanent Files, 1950-1967
Administration by the Department of small schools in remote areas from 1950 to 1967 including: correspondence with electors, minutes of ratepayers' meetings, financial statements, debenture issuance, and title maps.
Transfer to Archives under E 0166.

1693 Official Trustee Files, 1966-1981
Administration of school districts within the jurisdiction of the Official Trustee including personnel agreements, financial statements and purchasing records.
Destroyed after 7 years, subject to archival selection of financial statements, under E 0034.

1694 Municipal Board Orders, 1929-1968
Orders issued by the Municipal Board and the Public Utilities Board concerning the issuance of school debentures.
Destroy, subject to archival selection, under E 0030.

1695 Board Minutes (Copies)
Activities of boards and committees under the jurisdiction of the Minister and/or the Department of Education and Training.
Destroyed after 4 years, subject to archival selection, under E 0182.

1696 ADMINISTRATION AND FINANCE
Administration and Professional Certification
Professional Certification

Professional Certification maintains records for professional school personnel (teachers and school clinicians) in order to determine salary classifications and certifiability in Manitoba. The branch also collects and maintains high school records for the province and issues official transcripts based on these records.

MANITOBA EDUCATION AND TRAINING

Records

1697 Administration and Professional Certification - Office Files
Destroyed after 4 years under E 0174.

1698 Director - Office Files, 1967-1986
Destroyed after 1 year, subject to archival selection under E 0176.

1699 Transcripts
Transcripts of marks requested by and issued to students.
Destroyed after 3 years under E 0167.

1700 High School Appraisals
High School equivalencies granted.
Destroyed 3 years after microfilming (original); transferred to Archives (security microfilm) under E 0168.

1701 Individual Student Records
Grade 12 marks 1878 to present; grade 10 marks 1878-1969, 1975 to present; grade 9 marks 1878-1967.
Transferred to Archives after 30 years under E 0169.

1702 Normal School Marks, 1884-1967
Normal School marks (Tuxedo and Brandon) obtained by teachers.
Transferred to Archives after 50 years with the exception of those issued prior to 1950 which are to be transferred immediately under E 0170.

1703 Operational Files
General inquiries regarding teacher certification and student records.
Destroyed after 3 years under E 0178.

1704 Committee Minutes
Recommendations and deliberations of the following committees/sub-committees established by the Minister of Education: Board of Teacher Education and Certification, Provincial Evaluations, Content Practicum Review, Admission Procedure and Criteria, Compulsory Upgrading/Periodic Re-certification, Principals' Sub-Committee, Cooperating Teachers, Teacher Induction, Reading Clinicians, Psychologists, Social Workers, Speech and Hearing Pathologists, Physiotherapists, Occupational Therapists, Vocational Industrial, and Teacher Training Admissions.
Transferred to Archives after 10 years under E 0171.

1705 Record of Fees Paid
Fees paid for student and teacher records transactions.
Destroyed after 7 years under E 0172.

1706 Teacher Registries
Listing of certificates issued to qualified teachers.
Destroyed after 50 years under E 0173.

MANITOBA EDUCATION AND TRAINING

1707 Awards
Lists of high school students granted the Governor-General's Bronze Medals, Manitoba Government Book Awards to Education Graduates, Gold Medals, Isbister Scholarship and the Alumni Scholarship.
Transferred to Archives after 3 years under E 0175.

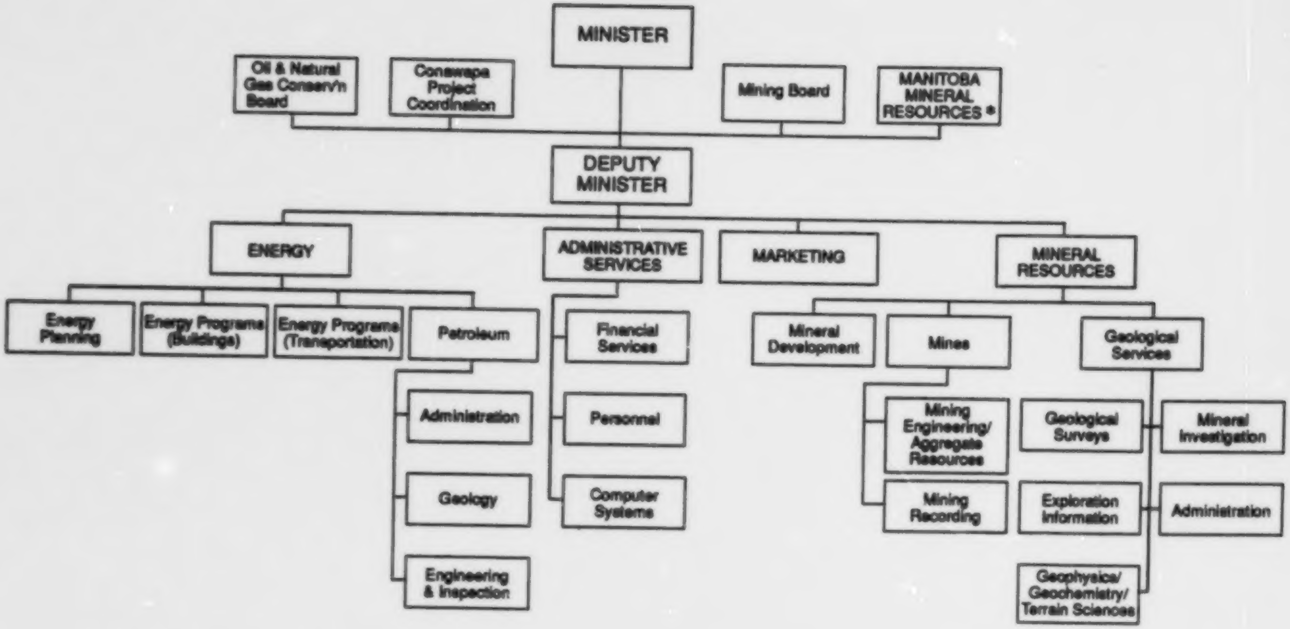
1708 Communications - Office Files
Destroyed after 4 years under E 0095.

1709 _Education Manitoba_ - Editor's Files
Background information concerning the monthly publication _Education Manitoba_ including articles, interview notes, correspondence with the editor, and announcements regarding the field of education.
Destroyed after current year under E 0098.

1710 ADMINISTRATION AND FINANCE
Management Information Services

Management Information Services is responsible for the development and coordination of computer-based systems for the Department.

# ENERGY AND MINES


MINISTER
Oil & Natural Gas Conserv'n Board
Conawapa Project Coordination
Mining Board
MANITOBA MINERAL RESOURCES *
DEPUTY MINISTER
ENERGY
ADMINISTRATIVE SERVICES
MARKETING
MINERAL RESOURCES
Energy Planning
Energy Programs (Buildings)
Energy Programs (Transportation)
Petroleum
Administration
Geology
Engineering & Inspection
Financial Services
Personnel
Computer Systems
Mineral Development
Mines
Mining Engineering/ Aggregate Resources
Mining Recording
Geological Services
Geological Surveys
Exploration Information
Geophysics/ Geochemistry/ Terrain Sciences
Mineral Investigation
Administration

* see Crown Agencies and Corporations

## MANITOBA ENERGY AND MINES

1800 Manitoba Energy and Mines was established 15 November 1979 when the Mineral Resources Division of the then Department of Mines, Natural Resources and Environment was combined with the Manitoba Energy Council, formerly attached to the Department of Finance. The Department has legislative and policy responsibilities to ensure that Manitoba's energy and mineral resources are developed and managed in a manner which is beneficial to all residents of the province today and in the future.

The activities of the Department are undertaken by two operating divisions (Energy and Minerals) with support services provided by the Administrative Services Division and the Marketing Branch.

1801 Applications for access to the records of Manitoba Energy and Mines may be sent to the Access Officer:

Freedom of Information
Access Officer
Manitoba Energy and Mines
6th floor, 330 Graham Avenue
Winnipeg
R3C 4A5
Ph: 945-4317

Arrangements for examining records and for obtaining photocopies may be made through the Access Officer.

All government offices are listed by community at the end of the Access Guide green pages.

1802 The Access Officer for Manitoba Energy and Mines is

Executive Director
Administrative Services
Manitoba Energy and Mines
6th floor, 330 Graham Avenue
Winnipeg
R3C 4A5

### MINISTER'S OFFICE

Internal Indexes: Office Files and Cabinet Records - File Plan.

Records

1803 Minister - Office Files
Transferred to Archives after 5 years under EM 0049.

1804 Minister - Cabinet Records
Transferred to Archives after 5 years under EM 0048A.

1805 **Cabinet Records** - Other Departments
Submissions to Cabinet from other departments. Destroyed after 1 month under EM 0240.

MINISTERIAL RESPONSIBILITIES

1806 OIL AND NATURAL GAS CONSERVATION BOARD

The Oil and Natural Gas Conservation Board is empowered under The Mines Act to inquire into all matters relating to the drilling, production, transportation, and distribution of crude oil and natural gas produced in Manitoba. The Board conducts hearings and may make orders as specified under The Mines Act.

Records

1807 Oil and Natural Gas Conservation Board - **Office Files** and Board Orders
Transferred to Archives after 10 years years under EM/OG 0001.

1808 Hearing Transcripts
Transferred to Archives after 10 years (originals) under EM/OG 0002.

1809 Project Files
Enhanced recovery (pressure maintenance) and salt water disposal projects approved or ordered by the Board. Includes copies of approvals/orders, correspondence, exhibits, annual progress reports and Petroleum Branch evaluations.
Destroyed 6 years after project terminated under EM/OG 0003.

1810 CONAWAPA PROJECT COORDINATION

Conawapa Project Coordination provides overall coordination of the Conawapa Hydroelectric Project for provincial government departments, Manitoba Hydro and the federal government.

1811 MINING BOARD

The Mining Board is established under The Mines Act and its regulations to adjudicate disputes arising from access to surface and mineral rights. Such disputes are normally resolved by a ruling of the Director of Mines or other procedures under the Act, but in circumstances where they cannot be resolved an appeal may be filed with the Mining Board. The ruling of the Board can be appealed in the courts.

DEPUTY MINISTER

Internal Indexes: **Office Files, Cabinet and Treasury Board Records**, Speeches, News Releases, Newsletters - File Plan.

MANITOBA ENERGY AND MINES

Records

1812 Deputy Minister - Office Files
Transferred to Archives after 5 years under EM 0050.

1813 Deputy Minister - Cabinet and Treasury Board Records
Transferred to Archives after 5 years under EM 0051.

1814 Speeches, News Releases, Newsletters
Drafts, copies of speeches, news releases, newsletters, television scripts prepared for the Minister and other departmental officials.
Destroyed after 6 years under EM 0018.

## 1815 ADMINISTRATIVE SERVICES

Administrative Services provides support to the Department in the areas of financial services, personnel services, computer systems.

Internal Indexes: Executive Director's Office Files - File Plan.

Records

1816 Executive Director - Office Files
Destroyed after 5 years under EM 0080.

1817 Library - Office Files
Destroyed after 3 years under EM 0081.

1818 Library - Purchasing Records
Destroyed after 4 years under EM 0082.

1819 Freedom of Information Application Files
Applications, tracking documents, recommendations, and other required documentation such as legal opinions, third party consents and consultation notes.
Destroyed 2 years after applicant is satisfied with response, Ombudsman's investigation has ceased or legal action has been terminated under EM 0247.

## 1820 ADMINISTRATIVE SERVICES
### Financial Services

Financial Services conducts financial planning, prepares estimates, processes expenditures, and writes financial reports. Section staff provide financial advice to executive and program managers, and coordinate submissions of authority-seeking documents. The section also coordinates vehicles, accommodations and office equipment.

MANITOBA ENERGY AND MINES

Records

1821 **Estimate and Cash Flow Files**
Destroyed after 1 year with the exception of final submissions and monthly commitment accounting reports which are destroyed after 7 years under EM 0136.

1822 Disbursement Authority Files
**Treasury Board** and **Cabinet** submissions and background material.
Destroyed after 4 years under EM 0098.

1823 Banking Authorities
Requests and approvals to open, close, change bank accounts.
Destroyed 3 years after closure under EM 0132.

1824 **General Ledger System** - Departmental Receipts Distribution and Deposit Slips.
Destroyed after 2 years under EM 0093.

1825 Purchase Requisitions and Purchase Orders
Destroyed after 4 years under EM 0133.

1826 **Voucher Accounting System** - Easytrieve
Destroyed after 4 years under EM 0195.

1827 **Payroll System** - AF, X Y and MEIS Report
Destroyed after 2 years with the exception of **Payroll System** AF and Y which are destroyed after 3 years and 1 year respectively under EM 0196.

1828 Fiscal Year-End Files
Year-end disbursements, accounting reporting requirements, as well as disbursement and accounting reports sent to Manitoba Finance.
Destroyed after 4 years under EM 0197.

1829 Jobs Fund Files
Administration and coordination of Jobs Fund programs.
Destroyed after 7 years under EM 0198.

1830 Shared Cost Files
Administration and coordination of the cost-shared agreements with federal and provincial jurisdictions.
Destroyed 6 years after expiry of agreement under EM 0199.

1831 **General Ledger System** - Reports
Journal entry batch balancing audit report, General Ledger detail, and General Ledger summary.
Destroyed after 2 years under EM 0090.

1832 **Voucher Accounting System** - U, V
Destroyed after 2 years under EM 0091.

1833 **Voucher Accounting System** - A to G
Destroyed after 4 years under EM 0092.

MANITOBA ENERGY AND MINES

1834 **Voucher Accounting System - H, I, P**
Destroyed after 2 years under EM 0094.

1835 **Voucher Accounting System - Q, T**
Destroyed after a minimum of 2 years to a maximum of 6 years under EM 0095.

1836 **Voucher Accounting System - R, S**
Destroyed after a minimum of 2 years to a maximum of 6 years under EM 0096.

1837 **Voucher Accounting System - J to O**
Destroyed after 2 years under EM 0097.

1838 **Accountable Advances**
Destroyed after 2 years under EM 0135.

1839 Operations - Office Files
Destroyed after 4 years under EM 0083.

1840 **Vehicle Control Records**
Mileage reports, taxable benefit returns, accident reports.
Destroyed after 4 years under EM 0134.

1841 ADMINISTRATIVE SERVICES
Personnel Services

Personnel Services provides centralized human resource management services to the Department including position classification, staffing, development and training, employee relations, payroll, and benefits. The section also coordinates the Department's Affirmative Action Program and French Language Services.

Internal Indexes: Payroll and Personnel Office Files - File Plan.

Records

1842 Personnel - Office Files
Destroyed after 5 years under EM 0086.

1843 **Employee Files**
Destroyed 60 years after closure under EM 0087.

1844 **Personnel Files - Contract Employees**
Destroyed after 50 years under EM 0009.

1845 **Payroll - Office Files**
Destroyed after 6 years under EM 0089.

1846 **Payroll System Reports**
Destroyed after 7 years under EM 0088.

## MANITOBA ENERGY AND MINES

1847 ADMINISTRATIVE SERVICES
Computer Systems

Computer Systems provides the Department with data processing services, including equipment evaluation, acquisition and user education, computer systems design and implementation, word processing equipment maintenance, and policy and standards development for all automated information systems.

1848 MARKETING

Marketing provides for the development and delivery of marketing strategies to disseminate and promote information on the province's mineral resources and opportunities for their development. The Division also provides information on the effective use and conservation of energy.

Records

1849 Editor and Cartographer - Office Files
Destroyed after 4 years under EM 0124.

1850 Publications - Drafts
Drafts and proofs of reports published by the branch.
Destroyed after 1 year under EM 0123.

1851 Project Preparatory Cartographic Records
Cartographic illustration of geological formations, strikes (the direction of a horizontal line on a rock formation) and dips (the true slope of a rock formation), as well as base maps (a map on which geological or other information can be recorded).
Destroyed after 3 years under EM 0122.

1852 Cartographer's Packages
Graphic representations of various stages of cartographic publications.
Destroyed after 30 years under EM 0125A.

1853 ENERGY

The mandate of the Energy Division is to develop, recommend, implement and administer strategic plans for ensuring a secure supply of energy for Manitobans from the province's indigenous resources and external sources; to do so at reasonable cost to consumers while providing a fair return to energy resource owners and developers; and to improve energy end-use efficiencies and cost effectiveness.

Records

1854 Assistant Deputy Minister - Office Files
Destroyed after 8 years, subject to archival selection, under EM 0037.

MANITOBA ENERGY AND MINES

1855 **ENERGY**
Energy Planning

Energy Planning conducts a range of activities designed to assist the provincial government in establishing energy policies and programs.

The branch monitors and assesses international, national and regional trends, examines current and future energy supply options, monitors energy matters which come before regulatory bodies, prepares statistical information, and liaises with inter-departmental and extraprovincial bodies.

The branch also monitors energy end-use, recommends energy program initiatives, evaluates programs, surveys Manitoba energy consumption, monitors energy plans and programs outside Manitoba, and helps conduct strategic assessments of emerging energy issues.

Internal Indexes: Office Files, Electricity Files, Energy Planning Operational Files - File Plans.

Records

1856 **Energy Planning - Office Files**
Destroyed after 4 years under EM 0036.

1857 **Electricity Files**
Policy development regarding hydro- electric power, including marketing, exports, rates and the interventions of the Manitoba government in National Energy Board hearings regarding the provincial applications for hydro- electricity export licenses. Includes notices of hearings, responses by interested parties (interventions), detailed proposals (applications), testimony of applicants and others, agreements and decisions. May include plans, charts, maps and specifications. Transferred to Archives after 20 years under EM 0033.

1858 **Energy Planning Operational Files**
Records of Planning regarding coal, gas, oil, nuclear energy and conservation including the interventions of Manitoba in National Energy Board hearings regarding pipeline tariffs and construction certifications and provincial applications for natural gas export licenses. Includes notices of hearings, responses by interested parties (interventions), detailed proposals (applications), hearing testimony of applicants and others, agreements and decisions. May include plans, charts, maps and specifications. Destroyed after 20 years with the exception of energy policy development files which are transferred to Archives under EM 0034.

1859 **Day Copies**
Destroyed after 3 years under EM 0035.

1860 **Manitoba Energy Council - Minutes**
Transferred to Archives after 8 years under EM/MEC 0001.

MANITOBA ENERGY AND MINES

1861 Manitoba Energy Council - Minutes and Reports, 1973-1976
Transferred to Archives under EM/MEC 0004.

1862 Consultants' Reports
Studies prepared by private sector consultants.
Transferred to Archives after 8 years under EM/MEC 0002.

1863 Budget Papers
Destroyed after 8 years under EM/MEC 0003.

1864 ENERGY
Energy Programs (Buildings)

The Energy Programs (Buildings) Branch is responsible for the promotion of energy conservation and energy efficient technologies in the building sector. Activities and programs are directed to the residential, institutional, commercial and industrial sectors. The objectives of these programs and activities are to assist Manitobans to reduce their energy use and costs.

Records

1865 Energy Programs (Buildings) - Office Files
Destroyed after 4 years under EM 0046.

1866 Energy Audit Files
Technical analyses of energy usage by commercial, industrial, institutional and agricultural facilities including application forms and audit results, and energy costs.
Destroyed after 9 years under EM 0042 and EM 0061.

1867 Conservation and Renewable Energy Demonstration Agreement (CREDA), 1980 - 1985
CREDA was established to promote the uptake of new and cost effective conservation and alternative technologies in Manitoba through demonstration and information transfer to energy use sectors. CREDA allowed for joint federal-provincial funding of demonstration projects, under the administration of Manitoba Energy and Mines. Typically, maximum government funding was two-thirds of the cost with the remaining funding provided by the project's proponent. Files contain proposals, correspondence, and progress and final reports relating to programs and individual projects.
Destroyed after 8 years, subject to archival selection, under EM 0041.

1868 Residential and Project Files
Destroyed after 5 years under EM 0045.

MANITOBA ENERGY AND MINES

1869 ENERGY
Energy Programs (Transportation)

Energy Programs (Transportation) coordinates the development of transportation policies and programs to encourage the efficient use of energy and to promote alternative fuel and transport modes within the public and private sectors.

1870 ENERGY
Petroleum

The Petroleum Branch administers provisions of The Mines Act, The Pipe Line Act, The Oil and Gas Production Tax Act, and The Gas Storage and Allocation Act related to the exploration, development, production, transportation, and storage of oil and gas.

Petroleum consists of three sections: Administration, Geology, and Engineering and Inspection.

1871 ENERGY
Petroleum
Administration

Administration administers the Petroleum Crown Leasing and Petroleum Crown Royalty and Incentives regulations under The Mines Act, which govern the disposition of Crown oil and natural gas rights, and the collection of royalties.

The section also administers the Manitoba Drilling Incentive and Enhanced Oil Recovery Incentive programs, as well as The Oil and Gas Production Tax Act which provides for a tax on production from freehold oil and gas rights.

Records

1872 Petroleum - Office Files
Destroyed after 5 years, with the exception of Operational Files (correspondence with industry) which are transferred to Archives after 8 years under EM 0155.

1873 Company Files
Routine correspondence with oil companies and consultants. Primarily requests for information, publications, and well histories.
Destroyed after 10 years under EM 0156.

1874 Leases and Exploration Reservations
Administration of leases and exploration reservations on Crown oil and natural rights (awarded by public tenders for terms of 5 and 3 years respectively). Includes: tenders, transfers of interest, changes of name and assignment, chain of title reports and administrative correspondence.
Destroyed after 10 years under EM 0161.

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1875 Index to Lessees
Nominal listing of companies holding leases and exploration reservations on land where oil and natural gas rights are owned by the Crown.
Transferred to Archives once superseded under EM 0162.

1876 Document Register
Legal instruments registered by the Division. Includes number, date and nature of instrument, date of registration, receipt and transaction number, names of parties, legal land descriptions and fees paid.
Transferred to Archives 15 years after closure under EM 0163.

1877 Crown Rights "Lease Sales" Files
Tenders for leases and exploration reservations on land where mineral rights are owned by the Crown and awards of same. Includes requests for parcels of land to be put up for tender, confirmations of ownership of mineral rights, sale notices, tenders, analyses of tenders.
Destroyed after 10 years under EM 0164.

1878 Lease Ledgers, 1947-1985.
Payments for leases and exploration reservations on land where oil and natural gas rights are owned by the Crown.
Destroyed after 6 years under EM 0165.

1879 Official Well Name Register
Official names of wells including licence numbers, licensees and drilling contractors.
Destroyed 1 year after register closed under EM 0166.

1880 Oil Well Administration Files
Applications for oil well drilling licences. Includes applications, evidence of surface rights, surface plats, mineral interest agreements, farm out agreements, evidence of titles, Crown leases, affidavits, and transfer and assignment documents.
Destroyed after 5 years once microfilmed under EM 0167.

1881 Well Production Cards
Statistics concerning oil and water production of wells.
Destroyed once superseded under EM 0168.

1882 Production Reports
Monthly production and Crown royalty statements indicating oil, water, gas production, oil royalty payable, oil disposition and sales, gas disposition, disposition of water and gas solids.
Destroyed after 6 years under EM 0169.

1883 Bond Record Book
Register of performance security deposits posted by operators licensed to drill or explore for oil.
Destroyed once superseded under EM 0170.

MANITOBA ENERGY AND MINES

1884 Bond Files
Performance deposits posted by companies licensed to drill or explore in Manitoba. Includes term deposit certificates, confirmations from financial institutions, cheque stubs, transaction slips and refund requests, bond return acknowledgments.
Destroyed 6 years after licence is terminated and bond is returned under EM 0171.

1885 Royalty Statements
Royalties owing and paid to the Crown from companies holding leases on Crown mineral rights.
Destroyed after 6 years under EM 0172.

1886 Oil and Gas Production Tax Records
Statements of payments and amounts owing under this tax act.
Destroyed after 6 years under EM/F 0006A.

1887 Oil Purchasing and Price Files
Volumes and prices of crude oil produced and sold in Manitoba.
Destroyed after 7 years under EM 0175.

1888 Plat Books
Industry activity where oil and natural gas rights are owned by Crown. Includes leases, exploration reservations, drilling licences and wells (producing, abandoned and standing).
Destroyed after 9 years under EM 0159.

1889 Crown Rights Index Books
Listing by section, township and range, of names of current lessees and holders of exploration rights and expiry dates.
Destroyed when function terminated or format changed under EM 0160.

1890 Oil Price Supplement Programs, 1982-1985.
Administration of the oil price supplement program under the National Energy Program which compensated producers for sales of oil at less than world price. Includes monthly supplement claims and reconciliation forms.
Destroy after 5 years under EM 0173.

1891 Oil Export Tax Files, 1980-1985
Administration of the oil export tax of the National Energy Program whereby oil companies remitted the export charge to the National Energy Board which in turn transferred a percentage to the provinces.
Destroy after 5 years under EM 0174.

1892 Dominion Plat Books, 1880-1976
Illustration of location of Crown oil and natural gas rights.
Transfer to Archives 1 January 1992 under EM 0158.

1893 Photograph Album, ca. 1951-1955
Photographs of events, locations, individuals concerning the mining industry.
Transfer to Archives under EM 0157.

1894 Miscellaneous Oil and Gas Agreements, 1947-1985
Agreements between the province and oil and natural gas exploration companies to encourage oil and natural gas exploration. Terms, including form and extent of provincial participation, varied. Includes agreements, reports, evaluations and maps.
Transfer to Archives after 10 years under EM 0184.

1895 Estimates and Expenditure Files
Destroyed after 5 years under EM 0176.

1896 Revenue Disbursement Accounting Records
Revenue (monthly trial balances, accounts receivable, collection notices, paid invoices) and disbursement (invoices, requisitions, purchase orders).
Destroyed after 6 years under EM 0177.

1897 Revenue Ledger, 1976-1985
Destroy after 5 years under EM 0178.

1898 General Ledger System - Receipts Distribution Form
Destroyed after 2 years under EM 0179.

1899 Bank Deposits - Daily Log
Daily register of bank deposits including payer, amount, reason, and revenue code.
Destroyed after 6 years under EM 0180.

1900 Cash Received - Daily Sheets
Destroyed after 6 years under EM 0181.

1901 Transactions Slips
Revenue or securities received by the branch.
Destroyed after 6 years under EM 0182.

1902 Invoices
Destroyed after 6 years under EM 0183.

1903 Day Copies
Destroyed after 3 years under EM 0185.

1904 ENERGY
Petroleum
Geology

Geology evaluates geological data and provides consultation to the petroleum industry and the public. It is also responsible for the administration of the Petroleum Geophysical Regulation under The Mines Act, and assists The Oil and Natural Gas Conservation Board in the designation of field and pool boundaries.

The section encourages and assists the exploration and development of the province's crude oil and natural gas resources by preparing reports on Manitoba's petroleum geology and the hydrocarbon potential.

MANITOBA ENERGY AND MINES

Records

1905 Helium, Oil Shale and Hudson Bay Basin Exploration Files, 1960-1970
Geophysical and geological reports resulting from helium, oil shale, and Hudson Bay basin oil exploration programs.
Transfer to Archives after 25 years under EM 0186.

1906 Catalogue Maps - Mylar Masters and Paper Copies
Illustration of oil and natural gas occurrence and exploitation in Manitoba.
Transferred to Archives (paper copy of each edition); destroyed once superseded (mylars) under EM 0188.

1907 Geophysical Licenses
Granting of licenses for geophysical petroleum exploration and exploration results. Includes technical submission with maps, authorization for use of road allowance, and statutory declaration of expenditures. Geophysical operations are undertaken on or over land or water, to determine geological or other conditions in the subsurface which may be used to locate oil or natural gas. Transferred to Archives after 15 years (originals); destroyed variably (copies) under EM 0189.

1908 ENERGY
Petroleum
Engineering and Inspection

Engineering administers the Petroleum Drilling and Production Regulation under The Mines Act, and provides technical support to The Oil and Natural Gas Conservation Board. It is also responsible for the administration of The Pipe Line Act and The Gas Storage and Allocation Act. Inspection enforces regulations relating to geophysical, drilling, production and pipe line operations under The Mines Act, The Pipe Line Act, and The Gas Storage and Allocation Act. Staff license and inspect field facilities, investigate complaints, witness specific field operations, and interpret and communicate departmental or regulatory requirements to industry personnel. 1908

Inspection also evaluates various techniques for reclaiming soil contaminated by oil or salt water spills, and monitors reclamation efforts by operating companies.

Records

1909 Well Completion Reports
Well completion reports include company name, well name, location, licence number, date drilling began and ended, drilling contractor, depth drilled, drilling technical data, test results, method of abandonment.
Destroyed once superseded under EM 0190.

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1910 Battery Files
Monitoring of construction, operation and maintenance of batteries (company field facility for separation and storage of oil, water and gas). Includes application for operating permit and accompanying drawings, copy of surface lease, permit, correspondence regarding maintenance.
Transferred to Archives after 12 years (originals); destroyed after 1 year (field copies) under EM 0191.

1911 Unitization Files
Approval/ordering of unitization agreements between oil producers and royalty owners by The Oil and Natural Gas Conservation Board and technical information on consolidated production. Unitization agreements are made when a majority of operating companies and their royalty owners agree to operate their areas of an oil pool as a single property and to share in production.
Destroyed after 6 years with the exception of the file concerning the first unitization agreement in Manitoba under EM 0192A.

1912 Oil Well Technical Files
Technical data on wells deeper than 500 feet. Includes documentation regarding drilling, completion of the well, maintenance, and abandonment. May also include geological reports prepared by the company or department.
Destroyed after 4 years with the exception of original microfiche which is transferred to Archives under EM 0194A.

1913 Pipeline Files
Monitoring of pipe line construction and maintenance in Manitoba. Includes applications to construct and operate, analytical reports, construction permits, operating licences, maintenance and accident annual reports. In the case of flow lines (short pipelines from well to processing and storage facility), companies must notify Department before commencing construction and must apply for and obtain an operating licence.
Destroyed 5 years after pipeline closed (originals); destroyed once licence becomes invalid (copies) under EM 0193.

## 1914 MINERAL RESOURCES

Mineral Resources is responsible for management of provincial mineral resources, and administration of The Mines Act and regulations. The Division includes a Mineral Development Unit, Mines Branch, and Geological Services Branch.

Records

1915 Mineral Resources Division - Office Files, 1928-1985
Destroyed after 5 years, subject to archival selection, under EM 0002.

## MANITOBA ENERGY AND MINES

1916 Federal/Provincial Agreements Files, 1974-1985
Minutes, negotiations documents and agreements.
Destroyed 5 years after expiry of agreement, subject to archival selection, under EM 0004.

1917 Mines Ministers' Conferences, 1944-1985
Agendas, papers presented, briefing books and recommendations.
Transferred to Archives after 5 years under EM 0005.

1918 Mining Acts/Regulation Files, 1941-1984
Mineral disposition and quarry mineral regulations, drafts, related correspondence and revisions.
Transferred to Archives under EM 0006.

### 1919 MINERAL RESOURCES
### Mineral Development

Mineral Development conducts economic and financial analyses and marketing studies supporting the promotion of mineral resource development opportunities in the province.

These activities provide a framework for the effective management of provincial mineral resources and appropriate mineral and mineral tax policies.

The Mineral Development section monitors current mineral industry trends and changing technologies as well as maintaining a statistical information base on mineral exploration and production activities in the province.

The section also coordinates activities in the sector of the Canada-Manitoba Mineral Development Agreement relating to economic and mineral development.

Internal Indexes: Office Files, Company Files, Statistical Files, Commodity Files, Subject Files, Lynn Lake Revitalization Program Files - File Plans.

#### Records

1920 Mineral Development - Office Files
Destroyed after 3 years under EM 0014.

1921 Company Files
Correspondence, policy papers, published material regarding ownership, production, taxation of mining companies in Manitoba as well as negotiating records.
Transferred to Archives 1 year after closure (closed files); transferred to Archives after 20 years (active files) under EM 0011.

MANITOBA ENERGY AND MINES

1922 Statistical Files
Statistics regarding mining companies and commodities including monthly and annual survey and census data concerning production, exploration, employment and other indices of mining activity.
Transferred to Archives after 7 years under EM 0012.

1923 Commodity files
Reports and articles regarding markets and prices of commodities including copper, nickel, zinc, silica sand, tungsten and peat moss.
Destroyed after 30 years under EM 0013.

1924 Subject Files
Correspondence, reports regarding federal-provincial and intra-provincial agreements, committees, taxation, policy, statutes and regulations.
Destroyed after 20 years under EM 0015.

1925 Lynn Lake Revitalization Program Files
Branch involvement in revitalization program developed by the town of Lynn Lake. The program is designed to investigate the possibility of diversifying the economic base of the Lynn Lake region from one dependent on mining and tourism only.
Transferred to Archives 10 years after branch involvement ceases under EM 0016.

1926 Employee Files
Transferred to Personnel after closure and unnecessary records destroyed under EM 0017.

1927 Economic Policy Analysis and Research Files
Background material and reports.
Destroyed after 10 years, subject to archival selection, under EM 0010.

1928 Manitoba Potash Study
Correspondence, minutes and reports, regarding the technical aspects of potash development.
Destroyed after 20 years under EM 0027.

1929 MINERAL RESOURCES
Mines

Mines Branch administers legislation governing the development and operation of mines in the province, including smelting and refining operations. The branch records mineral dispositions, monitors exploration activity, and reviews assessment reports which detail work done by claim holders. The branch ensures that mining companies are responsible for the rehabilitation of mining lands.

It includes Mining Engineering and Mining Recording.

MANITOBA ENERGY AND MINES

Records

1930 **Director - Office Files**
Destroyed after 6 years, subject to archival selection, under EM 0038A.

1931 **Mining Board/Surface Rights Board**
**Files - Copies**
Agendas, minutes, orders, correspondence and cases referred.
Transferred to Archives after 10 years under EM 0003.

1932 **Invoices**
Destroyed after 4 years under EM 0040.

1933 MINERAL RESOURCES
Mines
Mining Engineering

Mining Engineering ensures that Manitoba's minerals are developed in ways consistent with good husbandry and mining practices. Staff maintain comprehensive records of current and former mines, regularly inspect mining operations for compliance with The Mines Act and regulations, assess plans for new facilities and expansions, and investigate and resolve complaints concerning mining operations.

Aggregate resource inventory data is assembled and used to prepare resource management proposals based on provincial land use policies. It provides government, municipal and private sector users with data upon request and produces geological reports and maps, as well as evaluations of gravel deposits. Section geologists serve on a variety of land use related committees, review land use issues, and provide data and recommendations in support of quarry minerals regulations.

The section also develops and implements the research and development portion of the Canada-Manitoba Mineral Development Agreement.

Internal Indexes: Office Files, Mineral Development Agreement Files, Manitoba Potash Study, Mineral Management Program Operational Correspondence, Rehabilitation Plans of Pits and Quarries, Statutes and Regulations, Quarrying Permits, Crown Pit Location Files - File Plans.

Records

1934 **Mining Engineering - Office Files**
Destroyed after 5 years under EM 0032.

1935 Operational Correspondence
Reports, correspondence regarding the operation of mines and quarries including opening and closing and compliance with The Mines Act and regulations.
Transferred to Archives after 10 years under EM 0029.

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1936 **Mineral Development Agreement**
Reports, correspondence, minutes, contracts and promotional material generated under the **Mineral Development Agreement**, a 5-year federal-provincial agreement to undertake research to assist the mining industry in Manitoba.
Destroyed after 10 years under EM 0026.

1937 Mineral Management Program
Reports, correspondence and consultants' reports regarding programs directed at more effective use of mineral resources.
Destroyed after 14 years under EM 0028.

1938 Statutes and Regulations
Development and revision of statutes and regulations regarding mining.
Destroyed 10 years after statute/regulation is proclaimed or abandoned, subject to archival selection, under EM 0031.

1939 Rehabilitation Plans - Pits and Quarries
Rehabilitation plans, inspectors' reports, and correspondence concerning regulations.
Transferred to Archives 3 years after plan filed or quarry closed and plan implemented under EM 0030.

1940 Crown Pit Location Files
Locations, descriptions of Crown quarry pits, and any related special mining conditions.
Destroyed after 10 years under EM 0064.

1941 Quarry Inspectors' Records
Monthly reports, permissions to remove from quarries, casual permits, quarry lease issuance forms, and complaints regarding quarry operators.
Destroyed after 2 years with the exception of quarry lease issuance forms which are destroyed after 10 years under EM 0063.

1942 Quarrying Permits - Inspectors' Copies
Permissions to remove from quarries and casual permits.
Destroyed after current year under EM 0062.

1943 Aggregate Resources - Office Files
Destroyed after 5 years under EM 0055.

1944 Sand and Gravel Inventory - Computer System
Inventory of sand and gravel throughout Manitoba.
Destroyed after a minimum of 2 years to a maximum of 5 years (input and output); electronic files continually active and updated under EM 0054.

1945 Field Notebooks
Geological data concerning economic and non-economic sites including section description, sand and gravel quality, deposit type, and factors affecting development.
Transferred to Archives after 15 years under EM 0060.

MANITOBA ENERGY AND MINES

1946 Geological Data - Analyses and Summaries
Geological data compiled in the field including pipette analysis (size analysis of clay particles by hydrometer); pebble lithology (rock type according to pebble size), graphs (grain size data plotted on log paper). Transferred to Archives after 15 years under EM 0059.

1947 Subdivision Applications
Property subdivision applications including applicants' certificates of title, approvals and reports. Destroyed after current year (routine cases); transferred to Archives after 20 years (follow-up cases) under EM 0057.

1948 Land Use Planning Files
Management of potential aggregate resources in specific municipal planning districts and impact of land use planning.
Destroyed after 10 years under EM 0058.

1949 Air Photographs
Air photographs and interpretation of geological sand and gravel sites. Transferred to Archives after 15 years under EM 0056.

1950 Slide Collection
Photographs of resource sites, the surrounding area and close-up of the aggregate.
Transferred to Archives after 15 years under EM 0052.

1951 Tenders (Publications)
Estimates submitted by consultants for field work and publication of aggregate inventories.
Destroyed after 7 years under EM 0053.

1952 MINERAL RESOURCES
Mines
Mining Recording

Mining Recording administers all Crown mineral rights (except oil and gas) to facilitate orderly exploration and development of the province's mining and quarrying industries. The Mining Recording offices at Winnipeg and The Pas administer these mineral rights in accordance with The Mines Act, The Industrial Minerals Drilling Act, and related regulations. Mining Recording processes all applications for mineral dispositions, and maintains records which are open for public inspection. The section also monitors and inspects the activities of the disposition holders, and collects fees, rentals, royalties, taxes and cash deposits.

Records

1953 Chief Mining Recorder - Office Files
Destroyed after 10 years under EM 0150.

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1954 **Quarrying - Leases Ledger**
Administration of quarrying leases including names of leaseholders; annual amounts of rental/royalty paid and minerals removed; types of material, descriptions of areas, acreage; issue and expiry dates.
Transferred to Archives 10 years after closure under EM 0137.

1955 **Quarrying - Area Files**
Quarrying permits according to legal land description.
Destroyed after 10 years under EM 0141.

1956 **Quarrying - Permissions to Remove - Ledger**
Minerals removed by permit holders including amounts, types, locations, royalties owing and paid, issue and expiry dates.
Transferred to Archives after 10 years under EM 0139.

1957 **Quarrying - Casual Permits - Ledger**
Minerals removed by permit holders including amounts, types, royalties owing and paid, issue and expiry dates.
Transferred to Archives after 10 years under EM 0142.

1958 **Quarrying - Permission to Remove and Casual Permits**
Applications for permission to remove and casual permits (quarrying) including approvals and/or rejections, quarry returns, certificates of royalty exemption.
Destroyed after 7 years under EM 0143.

1959 **Quarry Leases and Exploration Permits - Register**
Register of quarry leases and exploration permits including: names of holders, locations, acreage, materials, anniversary and completion dates.
Transferred to Archives 10 years after register closed under EM 0144.

1960 **Quarrying Exploration Permits - Work Commitment Cards**
Work committed and undertaken by holders of quarrying exploration permits including: areas and values of work required and reported, amounts owed and credited, fees paid.
Transferred to Archives 5 years after permit terminated under EM 0138.

1961 **Quarry Permits and Leases - Index**
Nominal listing of permit and lease holders, and their file and ledger folio numbers.
Transferred to Archives once superseded under EM 0146.

1962 **Quarry Rehabilitation Plans**
Quarry leaseholders and private commercial operators rehabilitation plans and evidence of means to finance.
Destroyed 3 years after mine is closed and rehabilitated according to plan under EM 0140.

1963 **Mineral Disposition Statistics**
Activity under mining and quarrying regulations.
Destroyed after 4 years under EM 0151.

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1964 Reminder Journal
Dates of rental payments and work commitments due from holders of quarry mineral leases and exploration permits.
Destroyed after 10 years under EM 0145.

1965 Cash Receipts
Destroyed after 4 years under EM 0149.

1966 Accounting - Accounts Receivable
Revenue summaries including daily revenue, deposits and refunds, accounts receivable write-offs, trial balances, and monthly revenue.
Destroyed after 6 years with the exception of the Statement of Account 1930, which is to be transferred to the Archives under EM 0154.

1967 Invoices
Destroyed after 4 years under EM 0152.

1968 Refund Requests
Destroyed after 6 years under EM 0147.

1969 Revenue Reports (The Pas)
Revenue generated including monthly statements, bank deposit slips, and cash book forms.
Destroyed after 6 years under EM 0148.

1970 Dominion Claim Files, 1871-1930
Leasing of mineral rights (claims, leases and patents) on federal lands in Manitoba. Files were originally generated by the Department of the Interior (Canada) and include applications, plans and maps, assignment documents, dispute records and related correspondence. The Department of the Interior administered Crown lands in Manitoba until 1930 when the responsibility was transferred to the provincial government.
Transfer to Archives under EM 0203.

1971 Dominion Register, 1871-1930
Department of the Interior mineral rights leasing including claim name, land description, file number and instrument (type, date executed and recorded, parties involved). The Department of the Interior (Canada) administered Crown lands in Manitoba until 1930 when the responsibility was transferred to the provincial government.
Transfer to Archives under EM 0204.

1972 Claims Maps
Maps illustrating mining and quarrying rights in Manitoba.
Destroyed once superseded (mylar masters); transferred to Archives (paper copy) under EM 0205.

1973 Surface Permits and Leases - Claim Name Index
Index arranged by claim names. Includes surface lease numbers where applicable, mining lease/claim numbers, locations in surface permits ledgers and in leases ledgers.
Destroyed 6 years after closure under EM 0206.

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1974 **Leases Index Book**
Index arranged by names of lease holders. Includes lease and mineral disposition file numbers, page numbers in the lease tax ledger and page numbers in tax ledger.
Transferred to Archives after closure under EM 0207.

1975 **Surface Permits and Leases - Holders Nominal Index**
Index arranged by names of surface permit holders and lease holders. Includes permit/lease numbers, ledger folio numbers, file numbers, names of holders of airborne permits, water reservations and tailings disposal.
Destroyed 6 years after closure under EM 0208.

1976 **Mineral Disposition Files**
Granting of mining and quarrying rights (claims, leases, permits) on Crown lands including applications, plans or maps, certificates, and statutory declarations of work done. May also include transfer documents, grouping or reduction applications, claim disputes, and liens and option agreements.
Transferred to Archives after 5 years under EM 0210.

1977 **Mineral Dispositions - "Visicard" Record**
Dispositon number and, where appropriate, name, claimant's name and address, location of disposition, size, file number and disposition history.
Transferred to Archives, except copies which are destroyed under EM 0209.

1978 **Lease Tax Ledger**
Taxes paid or owing, interest due, from holders of leases grouped under Order-in-Council leases and patents. Includes account numbers, file numbers, payment dates, lease numbers, amount owing or paid, and balance.
Destroyed after 6 years after closure under EM 0211.

1979 **Surface Permits and Leases Ledger**
Annual rent owed or paid by holders of surface permits and leases on Crown lands. Includes locations, dates issued, and file numbers. A surface permit or lease gives the holder exclusive rights to the land above a mineral disposition.
Destroyed 6 years after closure under EM 0212.

1980 **Dominion Registers (with Plat Sheets) 1903 - 1930**
Department of the Interior (Canada) mineral dispostions by land description including file number, name of applicant, date of issue, land description, and remarks. The Department of the Interior (Canada) administered Crown lands in Manitoba until 1930 when the responsibility was transferred to the provincial government.
Transferred to Archives under EM 0213.

1981 **Work Commitment Cards**
Annual expenditures required and filed for mineral dispositions. Includes expenditures, amounts spent and allocated to other claims, outstanding credits, and cash payments received.
Destroyed 5 years after cancellation of the disposition under EM 0214.

## MANITOBA ENERGY AND MINES

1982 **Register of Assay Credits Issued**
Assay credit coupons issued in return for work or expenditures on claims. Includes credit coupon numbers, dates issued, and names of holders.
Destroyed once volume is complete under EM 0215.

1983 **Staking Book**
Claims staked annually including miners' names, disposition numbers, and areas.
Destroyed after 5 years or when superseded under EM 0216.

1984 **Work Commitment Files**
Work performed or credited on claims, or cash paid in lieu of work. Also includes statutory declarations, and allocations of work commitment credits.
Destroyed 5 years after closure under EM 0218.

1985 **Claim Tag Record Books**
Sale of metal tags used to mark claims and claim blocks. Includes tag or disposition number, purchaser's name, date of purchase, receipt number, date claim recorded, certificate and file number.
Destroyed once operational requirements have been met under EM 0219.

1986 **Plat Books**
Illustrations of land under quarrying and mining dispositions as well as land available for such purposes in surveyed territory. Quarry and mineral dispositions are indicated, as well as lands withdrawn.
Transferred to Archives once operational requirements have been met under EM 0220.

1987 **Mining Claim Inspector - Field Notebooks**
Routes and observations of inspector including description of natural phenomena, assessment of claim stakes and tags, and work undertaken on claims.
Destroyed after 5 years under EM 0221.

1988 **Mining Claims Inspector - Convenience Files**
Field inspection reports, correspondence concerning drill core program and field trips as well as administrative records.
Destroyed after 3 years under EM 0222.

1989 **Company Name Index**
Index arranged by names of companies holding mineral dispositions. Includes addresses, charter numbers, names of attorneys, registration dates and disposition numbers.
Transferred to Archives once operational requirements have been met under EM 0223.

1990 **Claims Name Index**
Index arranged by disposition names. Includes names and numbers of dispositions, names, license numbers, file and ledger page ledger numbers.
Transferred to Archives once operational requirements have been met under EM 0224.

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1991 Claim Holders Nominal Index
Index arranged by mineral disposition holders. Includes names and addresses of holder and agent, and the names and numbers of mineral dispositions.
Transferred to Archives once operational requirements have been met under EM 0225.

1992 Townsite Survey Plans
Proposed townsites and other subdivisions in relation to existing mineral dispositions. Includes large- scale survey plans illustrating proposed subdivisions and surveyed mineral dispositions.
Destroyed once function terminated under EM 0226.

1993 Grouping Certificates
Receipts of fees paid for registration of a grouping of mining claims.
Destroyed following cancellation or regrouping of claims under EM 0227.

1994 Mining Licensees Nominal Index, 1934 - 1975
Index arranged by name of licensee.
Transfer to Archives under EM 0231.

1995 File Register
Register of mining and quarrying disposition files and of administrative and program files.
Transferred to Archives once superseded under EM 0233.

1996 Day Copies
Destroyed after 2 and 3 years under EM 0234 and EM 0235.

1997 Document Registration Book
Record of instruments of conveyance registered in Mining Recording. Includes nature of instrument (assignment, transfer of option, relief from forfeiture, probate of will), instrument number, receipt number, registration date, names of parties, property description (claim name, lease number), and fee paid.
Transferred to Archives once superseded under EM 0236.

1998 Daily Mail Log
Receipt and dispatch of mail.
Destroyed after 3 years under EM 0237.

1999 General Files
Administration, policy, and programs of the Mining Recording Office. Program files include legal opinions, mineral policy, leases, clearances for surface rights required for public purposes such as the Northern Flood Agreement, native land claims and reserves, ecological and wildlife reserves, and Local Government District Land Transfer program. The Local Government District Land Transfer program is administered by Lands Branch, Natural Resources.
Destroyed after 7 years with the exception of the program files which are transferred to Archives after 7 years under EM 0243.

## MANITOBA ENERGY AND MINES

2000 **MINERAL RESOURCES**
Geological Services

Geological Services assists the mining industry in exploration for both metallic and non-metallic mineral deposits in the province, and administers the provincial contribution to the geoscientific studies sector of the federal-provincial Mineral Development Agreement. Technical seminars and annual meetings with industry provide statements of progress which are supported by the release of reports and maps throughout the year. The branch includes five sections: Geological Survey, Mineral Investigation, Administration, Exploration Information, and Geophysics, Geochemistry and Terrain Sciences.

2001 **MINERAL RESOURCES**
Geological Services
Geological Survey

Geological Surveys undertakes geological mapping and other geoscientific investigations designed to provide an up-to-date geological framework and mineral data base for Manitoba. Geological Surveys maps illustrate the structure and origin of the rock units.

Records

2002 Geologists - Office Files
Destroyed after 4 years under EM 0121.

2003 Geological Survey - X-Ray and Optical Laboratory Records
Laboratory work on rock and mineral samples submitted by geologists including X-ray diffractograms (a record on paper of the diffraction of X-rays as they pass through a mineral sample) and powder photographs (a photographic record of the diffraction of X-rays as they pass through a powdered mineral sample), mineral identification reports, and administrative records.
Destroyed after 20 years under EM 0120.

2004 Drill Logs
Geological information derived from inspections of drill cores.
Destroyed once superseded under EM 0115.

2005 Oil Well Record Cards
Well name, formation tops (depth at which a formation is intersected), core and sample intervals, drill stem tests (tests of the productive capacity of a well) and data regarding core storage.
Destroyed when function is terminated under EM 0113.

2006 Assessment Information Maps
Geochemical and geophysical data in cartographic form.
Destroyed after 5 years under EM 0104.

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2007 **Field Station Reports**
Locations and code numbers of field stations (a location, usually on a rock outcrop, at which information is recorded).
Transferred to Archives after 10 years under EM 0103.

2008 **Field and Laboratory Data**
Geological and mineral deposit observations made by branch geologists in the field, including: chemical analyses, rock type, texture, mineralogy and composition reports.
Transferred to Archives after 10 years under EM 0100.

2009 **Stratigraphic Map Series - Work Sheets**
Working (annotated) copy of stratigraphic maps. Stratigraphic maps span geologic time and show the distribution, configuration, or aspect of a stratigraphic unit or surface.
Destroyed once superseded under EM 0114.

2010 **MINERAL RESOURCES**
**Geological Services**
**Mineral Investigation**

Mineral Investigation documents geological conditions required to generate economic or sub-economic mineral concentrations. The data base is used by the province to appraise mineral resources, to conduct land use planning, and to address environmental concerns.

The Section' Analytical Laboratory provides chemical analyses for Geological Survey and Mineral Investigations, as well as assay services to the mineral industry. The Petrological and Mineralogical Laboratories identify, and prepare for analysis, rock samples obtained during fieldwork.

Records

2011 **Analytical Lab - Office Files**
Destroyed after 4 years under EM 0118.

2012 **Analytical Lab - Master Record Book**
Results of assays (determination of the metal content of a sample) done for prospectors and departmental geologists.
Transferred to Archives 20 years after closure of volume under EM 0116.

2013 **Analytical Lab - Chemical Analyses Forms**
Results of chemical analyses and assays undertaken for the branch.
Destroyed after 30 years under EM 0117.

2014 **Analytical Lab - Prospectors' Assay Results**
Results of assays undertaken for prospectors.
Destroyed after 5 years under EM 0119.

MANITOBA ENERGY AND MINES

2015 **MINERAL RESOURCES**
**Geological Services**
**Administration**

Administration is responsible for program and budget planning for geological field parties. It also maintains field equipment and provides general financial and administrative support to the section.

Internal Indexes: **Mineral Development Agreement Files, Office Files, Estimates - File Plans.**

**Records**

2016 **Administration - Office Files**
Destroyed after a minimum of 4 years to a maximum of 6 years under EM 0107 and EM 0108.

2017 **Mineral Development Agreement Files**
Agreement administration and the activities of specific projects.
Destroyed after 10 years under EM 0106.

2018 **Photograph Collections**
Photographs of rock structures, mineral deposits and outcrops used in interpretation and report publications.
Transferred to Archives after 10 years under EM 0102.

2019 **Air Photographs**
Aerial photographs showing project field stations and geological interpretations.
Transferred to Archives after 10 years under EM 0101.

2020 **Administrative Officer - Office Files**
Destroyed after 6 years under EM 0127.

2021 **Invoices**
Destroyed after 1 year under EM 0130.

2022 **Payroll System - Earnings by Responsibility Centre**
Destroyed after 1 year under EM 0129.

2023 **Voucher Accounting System - R, T**
Destroyed after 2 years with the exception of the year-end report which is destroyed after 6 years under EM 0128.

2024 **Estimates**
Destroyed after 10 years under EM 0109.

2025 **Employee Files**
Transferred to Personnel after closure and unnecessary records destroyed under EM 0110.

2026 **Employee Files - Students**
Transferred to Personnel after 7 years and unnecessary records destroyed under EM 0111.

MANITOBA ENERGY AND MINES

2027 Purchasing and Vehicle Control Records
Destroyed after 4 years under EM 0112.

2028 Contracts
Contracts for services between the government and independent geologists.
Destroyed 6 years after expiry of contract under EM 0131.

2029 MINERAL RESOURCES
Geological Services
Exploration Information

Exploration Information provides support services to mining companies and prospectors exploring for minerals in the province. It collects, assesses, compiles, and distributes exploration and mineral deposit data, maintains drill core libraries, monitors and promotes exploration, and prepares technical reviews, bibliographies, and regional compilations.

Records

2030 Card Index - Assessment Files
Record cancellation of individual mineral dispositions covered in a single assessment file.
Destroyed once superseded by computer system under EM 0065.

2031 Assessment Files
Monitor exploration work undertaken annually by claim holders, as required by The Mines Act.
Final disposition to be determined under EM 0066.

2032 Assessment Compilation Index Maps
Visual index to non-confidential work reports in the Assessment Files (Access Guide Number 1991).
Destroyed once superseded under EM 0067.

2033 Assessment Library - Examination of Files Form
Use and replacement of assessment files.
Destroyed after 5 years under EM 0068.

2034 Assessment Library - Users Register
Registration of patrons and numbers of files consulted.
Destroyed 1 year after notebook is closed under EM 0069.

2035 Assessment Geologist's Correspondence - Incomplete Work Reports
Record incomplete reports of exploration work submitted by mining companies and efforts of Department to rectify.
Destroyed after 15 years under EM 0070.

2036 Invoices - Assessment Files Library
Record filling of photocopy orders and, where necessary, billing for copying.
Destroyed after 4 years under EM 0071.

MANITOBA ENERGY AND MINES

2037 Claims Assessment (CLASS) Computer System
Index to assessment reports received as work commitments on mineral dispositions.
Destroyed once superseded under EM 0074.

2038 Participation Agreement Records - Convenience Copies
Access to evaluations of exploration work reports submitted by mining companies with participation agreements.
Destroyed once operational requirements are met under EM 0072.

2039 Participation Agreements - Administrative Files
Record compliance monitoring of participation agreements between the province and mining companies.
Transferred to Archives under EM 0073.

2040 Assistant Deputy Minister - Mining and Quarrying Subject Files, 1929 - 1984
Development and implementation of mineral and aggregate resources policy in the province. Subject matters include mineral policy, mining safety, environmental concerns, native land entitlements and land-use planning.
Transfer to Archives under EM 0238.

2041 Assistant Deputy Minister - Mining and Quarry Company Files, 1928 - 1985
Communications with mining and quarrying companies currently or potentially active in the province. Includes correspondence with companies, agreements and Orders-in-Council. Subjects include exploration, production, environmental concerns, and provincial statutes and regulations.
Transfer to Archives under EM 0239.

2042 Publication Orders
Maintain record of requests for geological reports and maps and handling of requests.
Destroyed after 1 year under EM 0075.

2043 Printer's Packages - Oversize Maps and Graphs
Preserve printer's proof of oversize maps and graphs, published by Mineral Resources as stand-alone items or part of reports, for possible future reproduction.
Destroyed after 50 years under EM 0126A

2044 Printer's Packages - Manuscripts
Preserve printer's proof of Minerals Division publication manuscripts, for possible future reproduction.
Destroyed after 50 years under EM 0244.

2045 Mineral Inventory Cards
Maintain data about mineral occurrences in Manitoba for departmental and public use.
Destroyed once superseded under EM 0076.

## MANITOBA ENERGY AND MINES

2046 **Corporation Reference Files**
Published information on mining companies operating in Manitoba.
Destroyed once function terminated under EM 0077.

2047 **Drill Logs and Collar Plots - Reference Copies**
Maintain reference copies of drill logs and plots of drill location collars for use, in conjunction with the drill core stored in libraries, by mining industry.
Destroyed once operational requirements met under EM 0078.

2048 **Central Files**
Maintain record of operations and administration of Exploration Services section.
Destroyed after 8 years under EM 0079.

2049 **Geologist's Office Files - Convenience Copies**
Maintain copies of records at Geologist's work station.
Destroyed after 4 years under EM 0201.

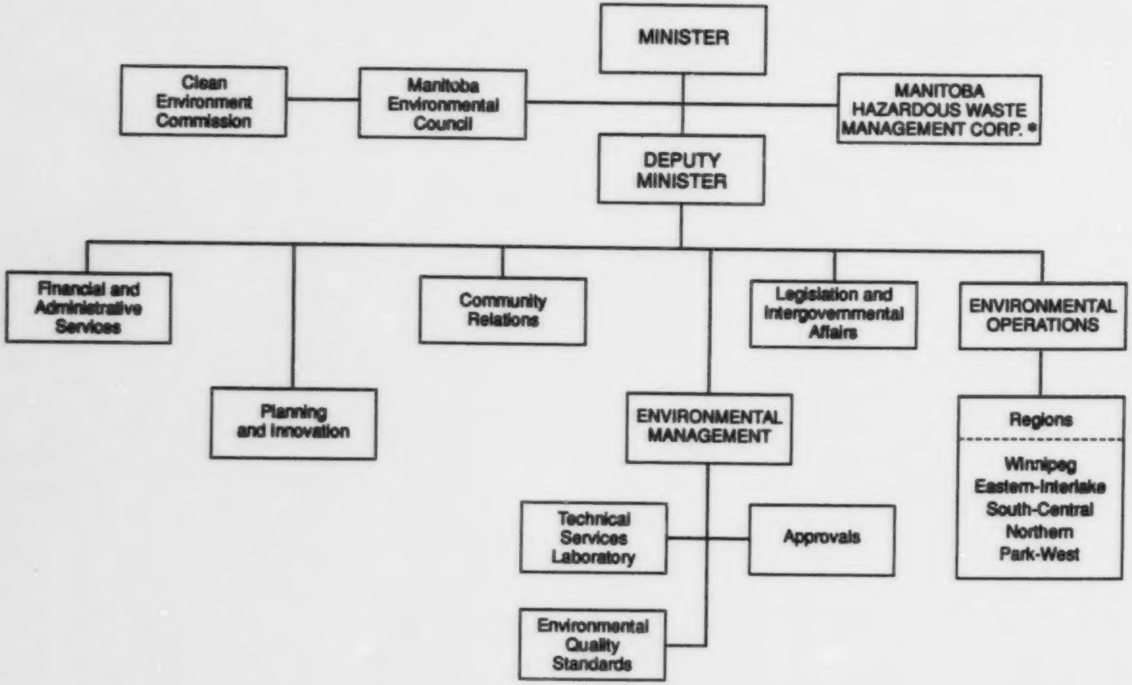
2050 **Mine Plans**
Visually portray physical features of mines including plans of surface, underground, ventilation and vertical sections.
Destroyed once superseded (active plans), transferred to Archives (closed plans) under EM 0242.

2051 **Minerals**
Publicity material concerning minerals and the federal-provincial Mineral Development Agreement.
Destroyed after 4 years under EM 0025.

2052 MINERAL RESOURCES
Geological Services
Geophysics, Geochemistry, Terrain Sciences

Geophysics, Geochemistry and Terrain Sciences provides specialist advice to mineral explorationists on areas warranting investigations as well as recommendations on exploration methodologies. Projects include completion of exploration information on site-specific geophysical, geochemical, remote sensing and basal till surveys; and investigations of modern and recent geological processes that effect current land use applications and management.

# ENVIRONMENT


MINISTER
Clean Environment Commission
Manitoba Environmental Council
MANITOBA HAZARDOUS WASTE MANAGEMENT CORP. *
DEPUTY MINISTER
Financial and Administrative Services
Planning and Innovation
Community Relations
ENVIRONMENTAL MANAGEMENT
Technical Services Laboratory
Approvals
Environmental Quality Standards
Legislation and Intergovernmental Affairs
ENVIRONMENTAL OPERATIONS
Regions
Winnipeg
Eastern-Interlake
South-Central
Northern
Park-West

* see Crown Agencies and Corporations

MANITOBA ENVIRONMENT

2125 Manitoba Environment was established as a separate Department 21 April 1989. The Department has a mandate to protect and preserve the quality of the environment.

Internal Indexes: Manitoba Environment Policy Book.

2126 Applications for access to the records of Manitoba Environment may be sent to the Access Cooordinator:

Freedom of Information
Access Coordinator
Manitoba Environment
Building 2
139 Tuxedo Avenue
Winnipeg
R3N 0H6
945-7006

Arrangements for examining records and for obtaining photocopies may be made through the Access Coordinator.

All government offices are listed by community at the end of the Access Guide green pages.

2127 The Access Officer for Manitoba Environment is:

Director of Administration
Manitoba Environment
Building 2
139 Tuxedo Avenue
Winnipeg
R3N 0H6

MINISTER'S OFFICE

Internal Indexes: Office Files - File Plan.

Records

2128 Minister - Office Files
Transferred to Archives after 5 years under EW 0024.

2129 Minister - Cabinet Papers
Transferred to Archives after 5 years under EW 0023.

## MINISTERIAL RESPONSIBILITIES

## 2130 CLEAN ENVIRONMENT COMMISSION

The Clean Environment Commission, under The Environment Act, through public hearings and meetings, makes recommendations for environmental licences to limit and control adverse environmental impacts from developments; carries out investigations of environmental matters of interest and importance throughout Manitoba to provide policy and legislative advice to the Minister; assists in the resolution of environmental conflicts through the provision of environmental mediation services.

Internal Indexes: Client and Office Files - File Plans.

Records

2131 Clean Environment Commission - Office Files
Destroyed after 6 years under EW 0027.

2132 Transcripts, Minutes, Exhibits
Transferred to Archives after 10 years under EW 0026A.

2133 Hearing Files
Administration of hearings, including copies of client proposals and Environmental Impact Assessment Statements, letter of request from Minister (to hold hearing), list of concerned citizens, copy of Commission's report to Minister and licences issued. Prior to April 1988, the Commission's records of the administration of hearings were combined with Client Files (EW 0025A).
Destroyed after 10 years under EW 0106.

2134 Client Files, c.1935-1988
Copies of client proposals, environmental reports, Commission Control Orders (1968-1988) and licences (1948-1968) and Orders-in-Council regarding variations to control orders.
Files to 1973 are transferred to Archives; 1974-1988 files containing hearing records are destroyed after 10 years; other 1974-1988 files are destroyed immediately under EW 0025A.

## 2135 MANITOBA ENVIRONMENTAL COUNCIL

The Manitoba Environmental Council deals with matters of environmental interest or concern through regular meetings, public forums, and travel to Manitoba communities. The Council participates in the organization of Environment Week activities, and publishes and distributes various briefs, topical reports and an annual report.

Internal Indexes: Office Files - File Plan.

## MANITOBA ENVIRONMENT

Records

2136 Environmental Council - Office Files
Destroyed after 4 years under EW 0045.

2137 Committee Files
Deliberations and decisions of the Council. Subjects include Atikaki Wilderness Park, fluorides, hazardous waste management, and provincial water quality.
Transferred to Archives after 4 years under EW 0044.

2138 Environmental Interest Groups - Reference Data
Memberships, activities and decisions of environmental interest groups. Includes by-laws, mailing lists, copies of minutes, and reference material/publications concerning environmental chemicals, energy conservation, land use, water and waste management, wildlife.
Destroyed after 4 years, subject to archival selection, under EW 0043.

2139 Environmental Organization Files
Education and assistance provided by environmental interest groups and agencies to the Council.
Destroyed after 4 years, subject to archival selection, under EW 0042.

## DEPUTY MINISTER

Internal Indexes: Office Files - File Plan.

Records

2140 Deputy Minister - Office Files
Transferred to Archives after 5 years under EW 0021.

2141 Cabinet and Treasury Board Records
Destroyed after 4 years under EW 0022.

## 2142 FINANCIAL AND ADMINISTRATIVE SERVICES

Financial and Administrative Services processes all revenue and expenditure transactions, prepares estimates, issues accountable advances, processes cost-shared claims, prepares expenditure monitoring reports and forecasts departmental cash flow. The branch is also responsible for payroll processing, all employee recruitment, position classification and monitoring the performance appraisal system. In addition, the branch coordinates the assignment of vehicles, maintains central inventory records, coordinates office equipment, space and communication requirements, operates a central word processing support service, and is responsible for the coordination of records management and Freedom of Information Act needs. In addition the branch is responsible for the provision of computer services to the Department.

Internal Indexes: Office Files - File Plan.

Send Applications to Access Guide 2126

MANITOBA ENVIRONMENT

Records

2143 Administration Support Files
Estimates, financial reports, financial policy, Treasury Board and Cabinet submissions.
Destroyed after 5 years under EW 0013.

2144 Financial Administration Records
Estimates, cash flow, coding, Minister's House Book.
Destroyed after 5 years under EW 0012.

2145 Inventory Records
Destroyed after 4 years under EW 0011.

2146 Computer Services Files
Departmental computer services including inventory of hardware and software, and technical sales literature.
Destroyed after 7 years under EW 0055.

2147 Accounting - Office Files
Destroyed after 4 years with the exception of leases and contracts which are destroyed after 6 years under EW 0009.

2148 Purchasing Records
Destroyed after 4 years under EW 0010.

2149 Voucher Accounting System - A to C
Destroyed after 4 years under EW 0008.

2150 Voucher Accounting System - H, J, R, S, U, T
Destroyed after 2 years with the exception of the year-end printout for Voucher Accounting System R which is destroyed after 6 years under EW 0007.

2151 Personnel - Office Files
Destroyed after 5 years under EW 0016.

2152 Employee Files (Departmental)
Destroyed after 50 years following closure under EW 0014.

2153 Employee Files (Branch)
Transferred to Personnel Services after closure and unnecessary records destroyed under EW 0043.

2154 Payroll Records
Payroll System reports, attendance reports, deductions, payroll worksheets.
Destroyed after 7 years with the exception of attendance and time sheets which are destroyed after 10 years under EW 0015.

## MANITOBA ENVIRONMENT

### 2155 PLANNING AND INNOVATION

Planning and Innovation coordinates the implementation of a departmental strategic planning process, and monitors the impact of the programs and initiatives of the federal government and other external groups.

It participates in the preparation of impact assessments and implementation of plans pertaining to regulation development, and undertakes various special studies in support of departmental program initiatives. The branch is also responsible for the administration of special environmental programs including planning for special concerns such as recycling, and ozone depletion.

Internal Indexes: Office Files - File Plan.

Records

2156 Planning and Innovation - Office Files
Policy guidance to the Department and the development of environmental regulations.
Destroyed after 5 years under EW 0050.

### 2157 COMMUNITY RELATIONS

Community Relations manages the ongoing communications needs of the department, participates in organizing Environment Week activities, coordinates new or special federal and provincial initiatives, and manages the Department's central library facilities.

Internal Indexes: Community Relations Files - File Plan.

Records

2158 Community Relations - Office Files
Destroyed after 5 years under EW 0047.

2159 Library - Office Files
Destroyed after 5 years under EW 0049.

2160 Library Operations
Library activities include book orders and periodical subscriptions, interlibrary loan receipts, computer searches, invoices, and requests for information.
Destroyed after 4 years under EW 0046.

### 2161 ENVIRONMENTAL MANAGEMENT

Environmental Management includes: Technical Laboratory Services; Environmental Quality Standards; Approvals.

Records

2162 **Director - Office Files**
Destroyed after 7 years under EW 0051.

2163 ENVIRONMENTAL MANAGEMENT
Technical Services Laboratory

The W.M. Ward Technical Services Laboratory provides analytical services to the Department including the identification of departmental needs and priorities, scientific review, equipment maintenance, replacement and improvement, and the operation of organic, inorganic, biological and hazardous waste analytical systems. The Laboratory also provides services to clients outside the Department on a cost recoverable basis and is active in the development and administration of a certification program for private laboratories.

Internal Indexes: Technical Services Laboratory Files - File Plan.

Records

2164 **Laboratory - Office Files**
Destroyed after 5 years with the exception of attendance reports which are destroyed after 10 years under EW 0059.

2165 **Analysts - Office Files**
Destroyed after 3 years under EW 0094.

2166 **Sample Tracking - Computer System**
Analyses of samples received by the laboratory.
Continuously updated (master electronic file); destroyed variably (input and output) with the exception of the annual report which is transferred to Archives after 15 years under EW 0086.

2167 **Laboratory - Office Files**
Destroyed after 2 years under Year-End Sample Reports
Samples analyzed annually including sample type and number, client (submitter), chemical analysis, lab code, work units, dates analyzed, monthly and annual totals.
Transferred to Archives after 15 years under EW 0095.

2168 **Quality Assurance Laboratory Files**
Monitoring and testing of laboratory methods and standards.
Destroyed after 10 years under EW 0096.

2169 **Strip Chart Recordings**
Measurements of substances in samples analyzed by the laboratory.
Destroyed after 4 months under EW 0097.

2170 **Control Charts**
Plotting of test results.
Destroyed after 1 year under EW 0098.

Send Applications to Access Guide 2126

## MANITOBA ENVIRONMENT

2171 **Forensic Analysis Files**
Results of forensic tests, requested by other departments or agencies such as the Fire Commissioner, or the Manitoba Public Insurance Corporation.
Destroyed after 7 years under EW 0099.

2172 **Tax Dye Laboratory Files**
Results of test on gasoline samples undertaken to identify the illegal use of tax-exempt coloured gasoline.
Destroyed after 2 years under EW 0100.

2173 **Lead History Card Index**
Lead analysis of blood samples from workers exposed to lead in workplace environments. Includes names, dates and test results.
Destroyed 5 years after date of last test under EW 0101.

2174 **Personal Sampling Pump Calibration Books**
Testing of air flow rates in pumps used to sample air in workplace environment.
Destroyed 4 years after completion of volume under EW 0102.

2175 ### ENVIRONMENTAL MANAGEMENT
### Environmental Quality Standards

Environmental Quality Standards provides scientific support to the Department; conducts environmental research; designs, conducts, or manages special environmental studies; and communicates regularly with the academic community. It is responsible for training assessment and for updating air, water, and terrestrial environmental quality guidelines and standards.

The section is involved in environmental quality monitoring and is active in preparing state of environment reports. The reports describe environmental quality, activities related to current and future environmental issues, projected trends, and environmental management activities.

Internal Indexes: Computer Services Files - File Plans; Environmental Standards and Studies Files - File Plan.

#### Records

2176 **Operational Files**
Investigation and monitoring of environmental conditions (air, water and terrestrial quality) and the development of environmental standards. Records concern specific studies and ongoing monitoring of the environment including project plans, procedures, results of sample analysis, interpretation of data including maps and graphs, fact sheets, and reports.
Destroyed after 20 years, subject to archival selection, under EW 0032.

2177 **Environmental Standards and Studies - Office Files**
Destroyed after 5 years under EW 0053.

2178 **Water Quality - Computer System**
Water quality in Manitoba including sample dates, locations, bacterial/chemical analysis of surface water quality, ground water quality and aquatic biological samples.
Continuously updated (master electronic file) and destroyed when no longer required (demand reports) under EW 0082.

2179 **Ambient Air Quality - Computer System**
Reports indicating air quality for common air pollutants by day, month, and year.
Continuously updated (master electronic file); destroyed variably (input and output) under EW 0084.

2180 **Terrestrial Quality - Computer System**
Quality of various terrestrial systems (soil, vegetation, snowpack) including physical and chemical attributes over a period of time).
Continuously updated (master electronic file); destroyed variably (input and output) under EW 0088.

## 2181 ENVIRONMENTAL MANAGEMENT

### Approvals

Approvals issues site specific approvals required by departmental statutes but not governed by regulation. This includes licences under The Environment Act and variations thereto; approvals of actions concerning the handling, transportation, management, and disposal of hazardous waste and dangerous goods under The Dangerous Goods Handling and Transportation Act and the establishment and operation of hazardous waste management facilities; approval of public water supplies under The Public Health Act; decisions regarding appeals.

Approvals also participates in site selection for certain developments and assists the Interdepartmental Planning Board and the Provincial Land Use Committee in reviewing proposed developments in the context of government policy. The reviews are undertaken prior to licensing.

The branch also subjects all proposed provincial government projects to environmental screening prior to construction. Through communication with government departments and agencies, the section ensures the consideration of environmental factors during project planning stages and coordinates the review process.

Internal Indexes: Environmental Assessment and Review Process Files - File Plan; Hazardous Waste Management Files - File Plan.

### Records

2182 **Environmental Assessment and Review - Office Files**
Destroyed after 5 years under EW 0062.

MANITOBA ENVIRONMENT

2183 Environmental Assessment and Review Policy - Project Files
Correspondence with Manitoba Natural Resources, Manitoba Highways and Transportation and Manitoba Hydro regarding project status and background research. Projects may concern development of highways, pipelines, hydro-electric power, mining, irrigation, dams, and flood control.
Destroyed after 8 years, subject to archival selection, under EW 0063.

2184 Hazardous and Special Waste Management - Office Files
Destroyed after 5 years under EW 0057.

2185 Registration and Licensing Records - Computer System
Companies registered to generate hazardous waste and the amounts generated in accordance with The Dangerous Goods Handling and Transportation Act. Includes names of companies, dates of registration, manifests, and volumes of waste generated.
Continuously updated (master electronic file); destroyed variably (input and output) under EW 0083.

2186 Program Files
Hazardous waste management including analytical results of waste samples, inspections of companies transporting dangerous goods, hazardous waste registration and manifest forms detailing types and quantities of hazardous waste generated and transported in Manitoba, and emergency response investigations.
Destroyed after 10 years, subject to archival selection, under EW 0058.

2187 LEGISLATION AND INTERGOVERNMENTAL AFFAIRS

Legislation and Intergovernmental Affairs is responsible for the development and review of the Department's legislation. It reviews departmental acts, identifies amendments, and sees them through the legislative process. The section also negotiates, drafts, and administers, inter-jurisdictional agreements.

Internal Indexes: Special Projects - File Plan.

Records

2188 Special Projects Files
Special projects development and implementation including statements of potential impact of legislation and regulation, communication with federal authorities, policy options and position papers, agreement negotiations, such as the Canada-Manitoba Accord with Environment Canada, legislation and regulation development.
Destroyed after 8 years, subject to archival selection, under EW 0061.

MANITOBA ENVIRONMENT

2189 Special Projects/Legislation Files
Background material supporting the development of policies, regulations and legislation related to environmental management issues and relationships with other governments. Includes copies of minutes of Federal/Provincial Liaison (Manitoba Accord) and Environmental Executive meetings.
Destroyed after 4 years under EW 0105.

2190 ENVIRONMENTAL OPERATIONS
Regional Operations

Environmental Operations is responsible for the regional administration and enforcement of The Environment Act, The Dangerous Goods Handling and Transportation Act, and The Public Health Act. It receives and analyses data from licence holders, undertakes inspections, provides response services in the event of environmental emergencies, and provides information to communities on environmental matters.

It is responsible for pesticide control, waste management, inspection services, and air and water pollution control.

Internal Indexes: Office Files - File Key; Office Files - File Key; Listing of Plans and Specifications; Correspondence - File Key; Gasoline Regulation, Hazardous Materials, and Environmental Accident Files - File Plans; Chief's Office Files - File Plan; Regional Services Client Files - File Plan; Director's Office Files - File Plan; Inspection Services Procedure Manual; Office Files (All Regions) - File Keys; Water Pollution Control Office Files - File Key.

Records

2191 Director - Office Files
Destroyed after 10 years under EW 0029.

2192 Pesticide Permits - Computer System
Applications for, and issuance of, licences pursuant to The Environment Act. Includes name of applicant, location and purpose of the spray program, pesticide to be used, and the method of application.
Continuously updated (master electronic file) under EW 0078.

2193 Inspection Services Program - Office Files
Public health and environmental health inspections throughout Manitoba under The Public Health Act. Includes food handling establishment inspection reports, violations, communication with companies, food handling establishments outside Winnipeg, and other public health agencies. Also includes administration, enforcement and legislative development records.
Destroyed after 10 years under EW 0039.

2194 Inspection Services Program Chief - Office Files
Destroyed after 10 years under EW 0030.

MANITOBA ENVIRONMENT

2195 Client Files
Investigation, monitoring of operations emitting pollutants into the air, water, or soil. Includes applications to emit pollutants into water, soil or air, and analyses and response of branch; correspondence with other environmental control agencies at the municipal and federal levels; complaints from citizens regarding noise, air, water pollution, and branch investigation and response. Also includes administration and legislation development records.
Transferred to Archives after 20 years under EW 0031A.

2196 Waste Management - Office Files
Monitoring of facilities for the disposal of waste and actions taken regarding the storage and handling of gasoline and related products and the disposal of solid, hazardous and special wastes in Manitoba. Includes lists of disposal facilities (landfill sites and incinerators) and waste management data by company. Also includes administration and legislation development records.
Destroyed after 10 years, subject to archival selection, with the exception of lists of landfill sites which are transferred to Archives under EW 0032.

2197 Gasoline Regulation Files
Regulation and monitoring of the storage and handling of gasoline and related products. Includes registration forms filed by petroleum storage facilities; lists of critical and sensitive areas under the regulation (areas where soil and groundwater conditions make groundwater contamination likely in the event of a spill or leak); drawings and inspection reports for all petroleum storage facilities in Manitoba and inventory balances; enforcement procedures; complaints regarding contamination and investigation and results; reports of petroleum leaks; copies of court records concerning prosecutions. Also includes administration and legislation development records.
Destroyed after 15 years under EW 0033.

2198 Petroleum Storage - Computer System
Petroleum storage facilities (former, existing, and proposed) including information concerning installations (name of company, address, location, number, size, type) inspection history, and spills.
Continuously updated (master electronic file) under EW 0080.

2199 Environmental Accident Files
Regulation and monitoring of environmental accidents by the Emergency Response Team. Includes communications with other environmental control agencies at the federal and municipal levels, accident summaries, date, time, place, party responsible, cause, product concerned, quantities, clean up and disposal reports, and minor incidents.
Destroyed after 15 years, subject to archival selection, under EW 0034.

MANITOBA ENVIRONMENT

2200 Hazardous Material Files
Regulation and monitoring of activities and investigations regarding the storage and disposal of hazardous materials. Includes procedure manuals for the storage and handling of chemicals such as ammonia, fertilizer and pesticide, chemical safety standards, safety standards and equipment information, wood preservative guidelines and information, lists of completed hazardous waste disposals.
Destroyed after 15 years, subject to archival selection, with the exception of lists of waste disposal sites which are transferred to Archives under EW 0035.

2201 Water Pollution Control - Office Files
Destroyed after 10 years under EW 0037.

2202 Water Pollution Control - Municipal/Non-Municipal Files
Water quality technical data including chlorine, chemical, and bacteriological reports.
Destroyed after 15 years under EW 0038.

2203 Water Pollution Control - Technical Data File
Plans and specifications for specific municipal water and sewage systems.
Disposal action pending under EW 0076.

2204 Industrial Wastewater Data - Computer System
Information concerning municipal wastewater discharges and effluent quality. Includes names and locations of companies licensed under The Environment Act and chemical and physical quality of effluent.
Continuously updated (master electronic file) under EW 0081.

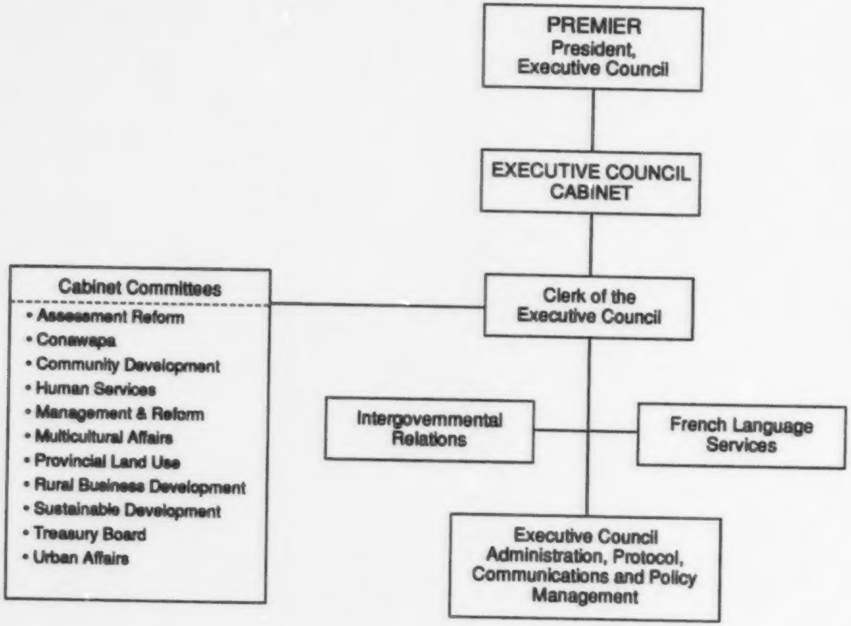
2205 Municipal Wastewater Data - Computer System
Municipal wastewater discharges including facilities and contacts listing, field inspection summaries, chemical analyses of effluents, and regulatory/enforcement actions.
Continuously updated (master electronic file); destroyed variably (input and output) under EW 0087.

2206 Air Pollution Control - Office Files
Regulation and monitoring of air quality. Includes communications with other environmental control agencies at municipal and federal levels; complaints regarding pollutants and investigation and results; surveys and monitoring of air quality; stack sampling requests, surveys and results; sound, vibration, and impingement monitoring; air and noise emission technical reports. Also includes administration and legislation development records.
Destroyed after 10 years under EW 0036.

**MANITOBA ENVIRONMENT**

2207 Pesticide Control Files
Regulation and monitoring of the use of pesticides. Includes pesticide use permits, amount and type of pesticide used by holder, complaints about spraying of pesticides and related investigations, chemical information received from other pesticide control agencies at municipal and federal levels. Also includes administration and legislation development records.
Destroyed after 15 years, **subject to archival selection** of pesticide use permits, chemical data and complaints files, under EW 0040.

# EXECUTIVE COUNCIL


PREMIER
President,
Executive Council
EXECUTIVE COUNCIL
CABINET
Clerk of the
Executive Council
Cabinet Committees
• Assessment Reform
• Conawapa
• Community Development
• Human Services
• Management & Reform
• Multicultural Affairs
• Provincial Land Use
• Rural Business Development
• Sustainable Development
• Treasury Board
• Urban Affairs
Intergovernmental
Relations
French Language
Services
Executive Council
Administration, Protocol,
Communications and Policy
Management

EXECUTIVE COUNCIL

2300 Executive Council is the central senior executive authority in the government. It is composed of the Cabinet, its subcommittees, and the related management administration.

Also included in the Executive Council are: Office of the Premier, Government Protocol, Intergovernmental Relations, French Language Services, and Policy Management.

2301 Applications for access to the records of the Executive Council, with the exception of certain Cabinet committees (see Access Guide Numbers 2325 to 2349) and the Manitoba Government Libraries Council (Access Guide Number 2370 to 2371) may be sent to the Access Officer:

Freedom of Information
Clerk of the Executive Council
Executive Council
214 - 450 Broadway
Winnipeg
R3C 0V8

OFFICE OF THE PREMIER

Records

2302 Office of the Premier - Office Files
Transferred to Archives after 5 years or at change of government under EC 0016.

2303 Cabinet Records
Transferred to Archives after 5 years or at change of government under EC 0017A.

2304 Office of the Premier - Principal Secretary - Office Files
Destroyed after 7 years or at change of government, subject to archival selection, under EC 0037.

2305 Appointment Files
Transferred to Archives after 2 years or at change of government under EC 0014 and EC 0015.

2306 Mass Printed Opinion Cards
Opinions received on a variety of subjects and submitted in a printed, standard format, usually a card. Destroyed once reply has been dispatched under EC 0028.

2307 Congratulatory Letters
Letters of congratulation (on anniversaries and birthdays) issued by the Premier.
Transferred to Archives after 1 year under EC 0019B.

Send Applications to Access Guide 2301

EXECUTIVE COUNCIL

2308 Awards Files
List of award recipients.
Transferred to Archives after 5 years under EC 0018A.

2309 Purchase Records - Presentation Pieces
Destroyed after 4 years under EC 0050.

2310 Communications Secretariat - Premier's Speeches
Transferred to Archives after 5 years or at change of government under EC 0030.

2311 Communications Secretariat - Office Files
Destroyed after 7 years, or at change of government, subject to archival selection, under EC 0029.

2312 Policy Management Secretariat - General Files
Policy development and implementation concerning government policies and programs.
Transferred to Archives after 5 years or at change in government under EC 0027.

CABINET

Records

2313 Cabinet Records
Complete and original record in support of Cabinet meetings, deliberations and decisions. Includes agendas, submissions and minutes.
Transferred to Archives after 10 years or at change of government under EC 0005.

2314 Orders-in-Council
Originals of the principal instruments of the Executive Council.
Transferred to Archives after 15 years under EC 0003.

2315 Orders-in-Council - Index
Index to Orders-in-Council, primarily by enabling statute.
Transferred to Archives after microfilming under EC 0001.

2316 Orders-in-Council
Distribution of copies of Orders-in-Council.
Transferred to Archives after 1 year under EC 0002.

2317 Planning and Priorities Committee of Cabinet, Meeting Files to 1988
Transfer to Archives under EC 0021.

2318 Planning and Priorities Committee of Cabinet, Departmental and Subject Files to 1988
Transfer to Archives under EC 0023.

2319 Planning and Priorities Committee of Cabinet, Administrative Files, 1986-1988
Destroyed after 4 years under EC 0022A.

2320 Native Affairs Committee of Cabinet - Secretary's Files, to 1988
Coordination and administration of the Native Affairs Committee of Cabinet.
Transfer to Archives under EC 0036.

2321 Native Affairs Committee of Cabinet - Senior Officials Technical Committee - Minutes, to 1988
Transfer to Archives under EC 0038.

2322 Cabinet Committee of French Language Services - Minutes, to 1988
Transferred to Archives after 10 years under EC 0035.

2323 Economic Resource Investment Sub-Committee of Cabinet, Files, 1982-1987
Agendas, minutes and subject files.
Transferred to Archives after 5 years under EC 0013.

2324 OTHER CABINET COMMITTEE RECORDS
Transferred to Archives after 5 years or at change of government under EC 0044.

Access to records of pre-1988 committees (Boards and Commissions, Communications, Community Places, Compensation, Crown Corporation Reform, Ethno-Cultural Affairs, River Renewal, and Trade) is administered by the Access Officer for Executive Council (see entry 2301). Access to Committee records listed in entries 2325 to 2349 should be directed to the Access Officer at the address given for each entry.

2325 CABINET COMMITTEES
Assessment Reform Committee

The Assessment Reform Committee provides policy direction and coordinates government efforts to fulfill legal commitments to assessment reform within Manitoba.

2326 Applications for access to the records of the Assessment Reform Committee may be sent to:

Freedom of Information
Assessment Reform Committee of Cabinet
5th Floor - 800 Portage Avenue
Winnipeg
R3C 0H4

2327 CABINET COMMITTEES
Cabinet Committee on Conawapa

The Cabinet Committee on Conawapa was established in late 1989 to oversee development of the $5.5 billion Conawapa hydroelectric generating station and 800 kilometre transmission line.

2328 Applications for access to the records of the Cabinet Committee on Conawapa may be sent to:

Freedom of Information
Cabinet Committee on Conawapa
c/o Room 14 - 450 Broadway
Winnipeg
R3C 0V8

2329 CABINET COMMITTEES
Community Development Committee

Established in 1989, the Community Development Committee is responsible for coordinating the development and implementation of a sustainable economic development strategy for Manitoba's communities.

2330 Applications for access to the records of the Community Development Committee may be sent to:

Freedom of Information
Community Development Committee of Cabinet
c/o 4th Floor, 800 Portage Avenue
Winnipeg
R3G 0N4

2331 CABINET COMMITTEES
Human Services Committee

The Human Services Committee is responsible for the development and coordination of policy respecting the provision of health, social, and education services to Manitobans.

2332 Applications for access to the records of the Human Services Committee of Cabinet may be sent to:

Freedom of Information
Human Services Committee of Cabinet
c/o Room 302 - 450 Broadway
Winnipeg
R3C 0V8

2333 CABINET COMMITTEES
Management and Reform Committee

The Management and Reform Committee is charged with the responsibility of developing policies aimed at improving the overall management of government and the reform of internal government management processes.

2334 Applications for access to the records of the Management and Reform Committee may be sent to:

Freedom of Information
Management and Reform Committee of Cabinet
c/o Room 103 - 450 Broadway
Winnipeg
R3C 0V8

2335 CABINET COMMITTEES
Multicultural Affairs Committee

The Multicultural Affairs Committee (previously Ethno-cultural Committee) coordinates the development of government policy with respect to multicultural affairs.

2336 Applications for access to the records of Multicultural Affairs Committee may be sent to:

Freedom of Information
Multicultural Affairs Committee of Cabinet
c/o Room 41C - 450 Broadway
Winnipeg
R3C 0V8

2337 CABINET COMMITTEES
Provincial Land Use Committee

The Provincial Land Use Committee is responsible for recommending and coordinating land use planning activities by various government departments and agencies, and for the development of policies for land use guidelines.

2338 Applications for access to the records of the Provincial Land Use Committee may be sent to:

Freedom of Information
Provincial Land Use Committee
c/o 425 - 800 Portage Avenue
Winnipeg
R3G 0N4

Records

2339 Provincial Land Use Committee Files
Agenda, minutes, correspondence, Orders-in-Council, submissions to the Committee.
Transferred to Archives after 10 years under EC/MA 0013.

2340 CABINET COMMITTEES
Rural Business Development Committee

Established in 1989, the Rural Business Development Committee of Cabinet is responsible for the development and coordination of a comprehensive rural development strategy consistent with the principles of sustainable development.

2341 Applications for access to the records of the Rural Business Development Committee may be sent to:

Freedom of Information
Rural Business Development Committee
c/o 405 - 800 Portage Avenue
Winnipeg
R3G 0N4

2342 CABINET COMMITTEES
Sustainable Development Committee

The Sustainable Development Committee is responsible for ensuring that overall economic and environment decisions of government reflect the principles of sustainable development.

2343 Applications for access to the records of the Sustainable Development Committee may be sent to:

Freedom of Information
Sustainable Development Committee of Cabinet
c/o 305 - 155 Carlton Street
Winnipeg
R3C 3H8

2344 CABINET COMMITTEES
Treasury Board

Treasury Board is a committee of the Executive Council enabled under The Executive Government Organization Act, and responsible for promoting the efficient implementation of government policies through cost-effective allocation of government financial and human resources, including resources allocated to external agencies. Support for Treasury Board is provided by Manitoba Finance.

EXECUTIVE COUNCIL

2345 Applications for access to the records of Treasury Board may be sent to:

Freedom of Information
Treasury Board
300 - 333 Broadway
Winnipeg
R3C 0S9

Records

2346 Treasury Board Minutes
Transferred to Archives after 9 years under EC/TB 0001.

2347 Treasury Board Submissions and Back-up Material
Treasury Board pre-clearances and submissions.
Transferred to Archives after 8 years under EC/TB 0002.

2348 CABINET COMMITTEES
Urban Affairs Committee

The Urban Affairs Committee is responsible for recommending and coordinating provincial policies and programs that impact on the City of Winnipeg.

2349 Application for access to the records of the Urban Affairs Committee may be sent to:

Freedom of Information
Urban Affairs Committee
c/o Room 311 450 Broadway
Winnipeg
R3C 0V8

CLERK OF THE EXECUTIVE COUNCIL

Records

2350 Office of the Clerk - Office Files
Transferred to Archives after 10 years or at change of government under EC 0004.

2351 Briefing Books
Background and policy information on issues to be discussed by the Premier and various members of the Executive Council.
Transferred to Archives after 10 years or at change of government under EC 0006.

2352 Departmental Estimates
Estimates of expenditure and revenue submitted by government departments for the subsequent fiscal year.
Destroyed after 2 years under EC 0012.

## EXECUTIVE COUNCIL

2353 Appointment Books
Transferred to Archives after 5 years under EC 0007.

2354 Examination Board Files
Participation of the Clerk on civil service examination boards.
Destroyed after 2 years under EC 0009.

2355 **Employee Files**
Destroyed after 50 years under EC 0048.

2356 Curriculum Vitae Records
General applications submitted to the Executive Council.
Destroyed after 3 years under EC 0011.

2357 Oaths of Office
Oaths taken by Ministers, Judges, Lieutenant Governor, Magistrates. peace officers, and appointees to boards and commissions.
Transferred to Archives when volume is complete under EC 0008.

2358 Administration - Payroll System Reports -Computer System
Destroyed after 0 to 7 years, depending on component, under EC 0045.

2359 Administration - Voucher Accounting System Reports - Computer System
Year-End Expenditure Status Reports destroyed after 6 years; other records destroyed after 2 years under EC 0046.

2360 Administration - Accounting and Administration Files.
Attendance reports destroyed after 10 years; other records destroyed after 4 years under EC 0047.

2361 Government Protocol - Official Courtesy Visit Files
Arrangements made for visits to Manitoba by ambassadors, high commissioners, consuls-general and special delegations.
Transferred to Archives after 5 years under EC 0024.

2362 Government Protocol - Special Visits
Arrangements for visits to Manitoba by royalty, governors-general, and heads of state.
Transferred to Archives after 10 years under EC 0025.

2363 Government Protocol - Major Visits and Tours
Organization of visits and tours by the Queen and foreign heads of state. The organization of such visits is assigned to special planning offices established for that purpose.
Transferred to Archives when activities are terminated under EC 0026.

2364 Hospitality Grants Files
Transferred to Archives after 10 years under EC 0010.

## 2365 INTERGOVERNMENTAL RELATIONS SECRETARIAT

The Intergovernmental Relations Secretariat is responsible both for ensuring Manitoba's interests are recognized and protected at the national level and, in turn, advising members of the provincial government on major national and regional trends.

Records

2366 Intergovernmental Relations Secretariat
Records concerning intergovernmental consultations and negotiations.
Transferred to Archives after 15 years under EC 0033.

## 2367 FRENCH LANGUAGE SERVICES SECRETARIAT

The French Language Services Secretariat provides policy advice to members of the provincial government regarding the provision of French language services.

Records

2368 French Language Services Secretariat
Records concerning the provision of French Language Services.
Transferred to Archives after 5 years with the exception of administrative records which are destroyed after 4 years under EC 0032.

2369 Advisory Committee on French Language Services
Minutes of the Advisory Committee which was established in 1985 to advise Cabinet on the provision of French language services.
Transferred to Archives after 10 years under EC 0034.

## MANITOBA GOVERNMENT LIBRARIES COUNCIL

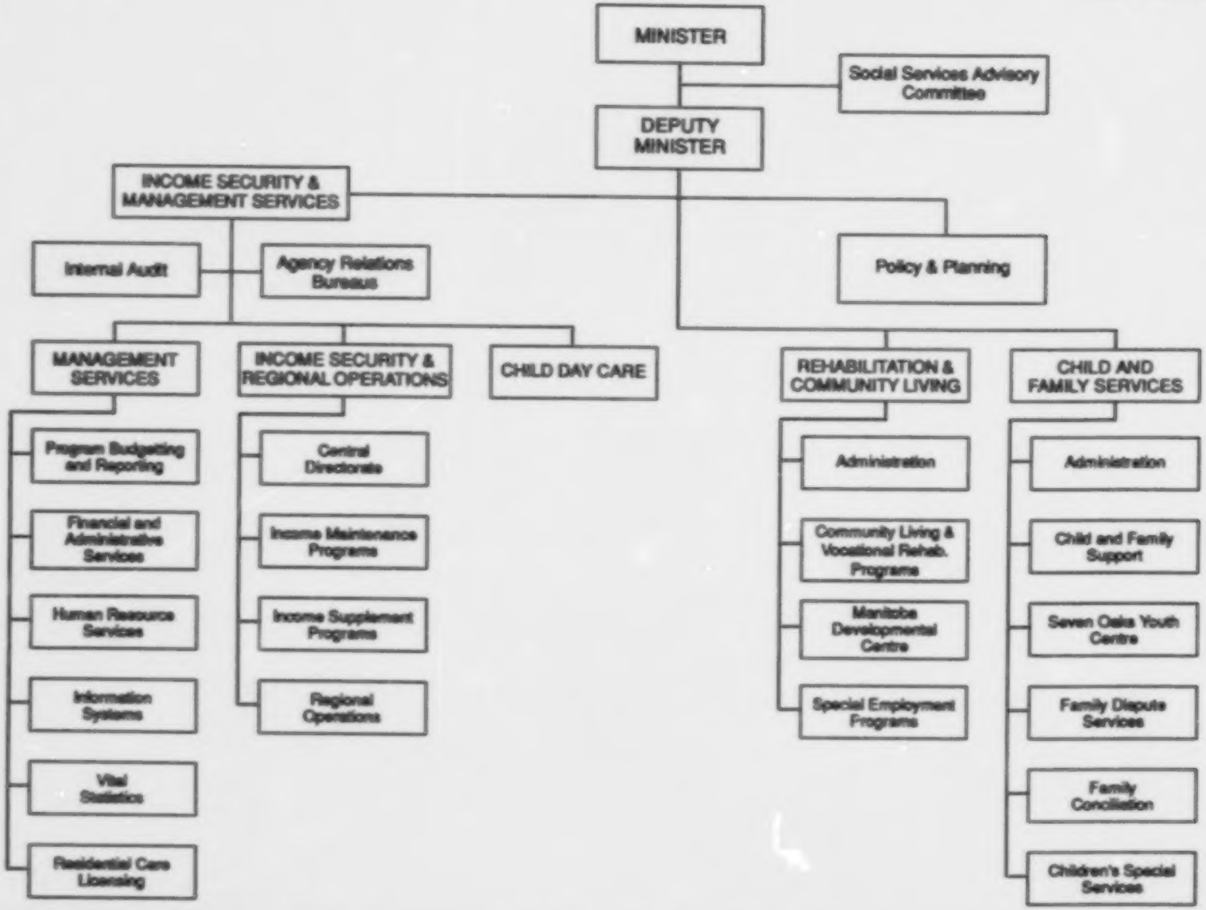
2370 Applications for access to the records of the Manitoba Government Libraries Council may be sent to:

Freedom of Information
Manitoba Government Libraries Council
c/o Box 26
1495 St. James Street
Winnipeg
R3H 0W9

Records

2371 Manitoba Government Libraries Council Records
Agendas, minutes, annual reports and correspondence. The Manitoba Libraries Council was established to foster the exchange of information and cooperation among its members who are representatives of libraries throughout the government.
Destroyed after 6 years, subject to archival selection, under EC 0031.

# FAMILY SERVICES


MINISTER
Social Services Advisory Committee
DEPUTY MINISTER
INCOME SECURITY & MANAGEMENT SERVICES
Internal Audit
Agency Relations Bureaus
Policy & Planning
MANAGEMENT SERVICES
Program Budgetting and Reporting
Financial and Administrative Services
Human Resource Services
Information Systems
Vital Statistics
Residential Care Licensing
INCOME SECURITY & REGIONAL OPERATIONS
Central Directorate
Income Maintenance Programs
Income Supplement Programs
Regional Operations
CHILD DAY CARE
REHABILITATION & COMMUNITY LIVING
Administration
Community Living & Vocational Rehab. Programs
Manitoba Developmental Centre
Special Employment Programs
CHILD AND FAMILY SERVICES
Administration
Child and Family Support
Seven Oaks Youth Centre
Family Dispute Services
Family Conciliation
Children's Special Services

## MANITOBA FAMILY SERVICES

2450 Manitoba Family Services was established in 1989 through the merger of the departments of Community Services, and Employment Services and Economic Security. Community Services has shared, at various times since established in 1928 as Public Health and Welfare, a portfolio with what today is Manitoba Health. Among its responsibilites were: income security programs (to 1983); correctional facilties and rehabilitative services (1970 to 1988); and child welfare services. Employment Services and Economic Security was established in 1983 from the income security and employment programs of Community Services and of Labour.

Family Services is composed of three divisions: Income Security and Management Services; Rehabilitation and Community Living; and Child and Family Services.

2451 Applications for access to the records of Manitoba Family Services may be sent to the Access Coordinator:

Freedom of Information
Access Coordinator
Manitoba Family Services
615 - 330 Graham Avenue
Winnipeg
R3C 4A5
Ph: 945-2013

Arrangements for examining records and for obtaining photocopies may be made through the Access Coordinator.

All government offices are listed by community at the end of the Access Guide green pages.

2452 The Access Officers for Manitoba Family Services are:

Associate DM, Income Security and Management Services
Manitoba Family Services
Room 301, 267 Edmonton Street
Winnipeg
R3C 1S2

Executive Director
Income Security
Manitoba Family Services
Room 301, 267 Edmonton Street
Winnipeg
R3C 1S2

Executive Director, Management Services
Manitoba Family Services
615 - 330 Graham Avenue
Winnipeg
R3C 4A5

MANITOBA FAMILY SERVICES

2452 contd
Executive Director, Child Day Care
Manitoba Family Services
2nd floor, 114 Garry Street
Winnipeg
R3C 1G1

ADM, Rehabilitation and Community Living
Manitoba Family Services
1st floor, 114 Garry Street
Winnipeg
R3C 1G1

ADM, Child and Family Services
Manitoba Family Services
2nd floor, 114 Garry Street
Winnipeg
R3C 1G1

Executive Director, Policy and Planning
Manitoba Family Services
4th floor, 125 Garry Street
Winnipeg
R3C 3P2

MINISTER'S OFFICE

Internal Indexes: Office Files - File Key.

Records

2453 Minister - Office Files
Transferred to Archives after 6 years under FS/ES 0035 and FS/CSC 0018.

2454 Minister - Cabinet Papers
Transferred to Archives after 4 years under FS/ES 0036.

2455 Minister - Task Force Records
Administration, investigations, and recommendations of task forces appointed by the Minister. Includes briefs, submissions, public hearing records, minutes, reports. Task forces concern a variety of departmental issues such as Task Force on Day Care, 1989, or the independent investigation of Winnserv.
Transferred to Archives with the exception of administrative and financial records and working papers which are destroyed, subject to archival selection, under FS 0202.

MANITOBA FAMILY SERVICES

MINISTERIAL RESPONSIBILITIES

2456 SOCIAL SERVICES ADVISORY COMMITTEE

The Social Services Advisory Committee is an independent committee responsible for reviewing appeals from applicants or recipients of the **Social Allowances**, **Municipal Assistance**, Family Services and Child Day Care Subsidy Programs and Vocational Rehabilitation Programs. The Committee holds informal hearings for appeals of decisions respecting the denial, cancellation, revision and amount of assistance granted under these programs. The Committee also hears appeals regarding the denial or cancellation of a licence or letter of approval by the Office of Residential Care or a licence to operate a day care centre.

Records

2457 Social Services Advisory Committee - Appeal Records
Appeals from applicants or recipients under the **Social Allowances**, **Municipal Assistance**, Family Services and Child Day Care Subsidy programs, and appeal dispositions, notices of appeal, director's or municipal reports, appellants' submissions, order and decision letters of Committee.
Destroyed after 10 years under FS/ES 0091.

DEPUTY MINISTER

Records

2458 Deputy Minister - Office Files
Transferred to Archives after 5 years under FS/ES 0034 and FS/CSC 0019.

2459 POLICY AND PLANNING

Policy and Planning provides the Minister, Deputy Minister and senior officials with information, assistance and recommendations for effective planning and management within the Department. The branch develops strategic planning processes, conducts research projects on specific issues and concerns, prepares briefing materials, assesses departmental programs, and provides technical assistance and support for effective policy formulation. It also manages federal-provincial and interprovincial relations for the Department.

NUMBER 2460 NOT USED

Records

2461 Research and Planning - Office Files
Destroyed after 7 years, subject to archival selection, under FS/CSC 0128.

2462 Program Files
Information regarding various federal and provincial labour market and income security programs administered by other provinces.
Destroyed after 10 years under FS/ES 0078.

2463 Project Report Files
Project reviews and evaluations including labour market research, and ERIC Jobs Fund submissions.
Destroyed after 10 years, subject to archival selection, under FS/ES 0077.

2464 Committee and Working Group Files
Evidence of branch participation on working groups and committees throughout the Department and government.
Destroyed after 10 years under FS/ES 0079.

2465 Review Committee - Indian/Metis Adoption Placement, 1982-1985
Committee's minutes, agenda, policy deliberations respecting the adoption and placement of Indian and Metis children.
Transfer to Archives under FS/CSC 0148.

2466 Marathon Residence Evaluation Project Data, 1982-1983
Evaluation of skills and intelligence of residents of homes for the mentally handicapped. Title derives from the Manitoba Marathon which funded the purchase and renovation of 7 community residences. Analysis available in published Report on the Evaluation of Manitoba Marathon Community Residences for Mentally Retarded Adults.
Destroy after 20 years under FS/CSC 0127.

2467 Departmental Program Survey Forms
Case and program file data.
Destroyed after 2 years under FS 0312.

NUMBERS 2468-2469 NOT USED

## 2470 INCOME SECURITY AND MANAGEMENT SERVICES

Income Security and Management Services includes Internal Audit, Agency Relations Bureau, Management Services, Income Security and Regional Operations, and Child Day Care.

2462 Program Files
Information regarding various federal and provincial labour market and income security programs administered by other provinces.
Destroyed after 10 years under FS/ES 0078.

2463 Project Report Files
Project reviews and evaluations including labour market research, and ERIC Jobs Fund submissions.
Destroyed after 10 years, subject to archival selection, under FS/ES 0077.

2464 Committee and Working Group Files
Evidence of branch participation on working groups and committees throughout the Department and government.
Destroyed after 10 years under FS/ES 0079.

2465 Review Committee - Indian/Metis Adoption Placement, 1982-1985
Committee's minutes, agenda, policy deliberations respecting the adoption and placement of Indian and Metis children.
Transfer to Archives under FS/CSC 0148.

2466 Marathon Residence Evaluation Project Data, 1982-1983
Evaluation of skills and intelligence of residents of homes for the mentally handicapped. Title derives from the Manitoba Marathon which funded the purchase and renovation of 7 community residences. Analysis available in published Report on the Evaluation of Manitoba Marathon Community Residences for Mentally Retarded Adults.
Destroy after 20 years under FS/CSC 0127.

2467 Departmental Program Survey Forms
Case and program file data.
Destroyed after 2 years under FS 0312.

## 2468 COMMUNICATIONS

Communications provides communication support to the Minister and the Department, develops communication policy and strategy, and provides information to the public regarding the activities of the Department.

### Records

2469 Communications - Office Files
Destroyed after 3 years under FS 0306.

## 2470 INCOME SECURITY AND MANAGEMENT SERVICES

Income Security and Management Services includes Internal Audit, Agency Relations Bureau, Management Services, Income Security and Regional Operations, and Child Day Care.

## MANITOBA FAMILY SERVICES

NUMBER 2471 NOT USED

2472 INCOME SECURITY AND MANAGEMENT SERVICES
Internal Audit

Internal Audit provides an independent systematic review and appraisal of all departmental operations in order to advise management on internal policies, practices and controls.

Internal Indexes: Internal Audit Manual.

Records

2473 Internal Audit Reports and Responses
Audit findings, recommendations and auditees' responses.
Destroyed after 20 years, subject to archival selection, under FS/ES 0085.

2474 Internal Audit Files (Cyclical or Special Project Files)
Working papers regarding unscheduled reviews of program functions such as cheque cashing policy, overpayment deduction methods.
Destroyed after 9 years under FS/ES 0083.

2475 Internal Audit Files - Working Papers (Areas Subject to Annual Audits)
Destroyed after 9 years under FS/ES 0084.

2476 INCOME SECURITY AND MANAGEMENT SERVICES
Agency Relations

Agency Relations aids departmental management in the control of funding to external social services agencies including establishing purchase of services, principles, policies, and procedures; and approving, monitoring, analysing and auditing all external agency contracts if required.

Records

2477 Agency Relations - Office Files
Destroyed after 3 years, subject to archival selection, under FS/CSC 0021.

2478 Budget and Funding Files
Financial transactions between the Department and private social service agencies including agency budgets, program and financial reports, and audited financial statements.
Destroyed after 5 years, subject to archival selection, under FS/CSC 0020.

MANITOBA FAMILY SERVICES

2479 INCOME SECURITY AND MANAGEMENT SERVICES
Management Services

Management Services includes: Program Budgeting and Reporting, Financial and Administrative Services, Human Resource Services, Information Systems, Vital Statistics and Residential Care Licensing.

Records

2480 Executive Director - Office Files
Destroyed after 7 years under FS/ES 0069.

2481 Fee-for-Service/Consulting Contracts
Destroyed 6 years after termination of contract under FS/ES 0052.

2482 INCOME SECURITY AND MANAGEMENT SERVICES
Management Services
Program Budgeting and Reporting

Program Budgeting and Reporting provides a program budgeting and reporting function to ensure control and accountability of departmental resources including coordinating the preparation of the annual budget estimates and analyzing and advising on program proposals, activities, and results.

Records

2483 Estimates and Cash Flow Working Papers (Department-Wide)
Destroyed after 7 years with the exception of the final estimates submission which is destroyed after 1 year under FS/ES 0006.

2484 INCOME SECURITY AND MANAGEMENT SERVICES
Management Services
Financial and Administrative Services

Financial and Administrative Services ensures that financial and administrative policies, services and reporting systems are both developed and administered to meet management and control requirements. The branch maintains accounts payable and receivable and revenue accounts. It also maintains departmental financial accounting systems and the commitment accounting system. The branch provides purchasing and vehicle control services, and administers parking, office space, and the Social Allowances Program Lien Registry, Social Allowances Health Services Program, and rebates to municipalities under the Municipal Assistance program.

Financial and Administrative Services coordinates The Freedom of Information Act activities and records management.

MANITOBA FAMILY SERVICES

## Records

2485 **Director - Office Files**
Destroyed after 7 years under FS/ES 0033.

2486 **Executive Director - Office Files, 1969-1989**
Destroyed, subject to archival selection, under FS/CSC 0017.

2487 **Social Allowances Health Services Purchase Vouchers**
Authorizations from district offices for clients to purchase goods or services from suppliers indicating suppliers' names, goods or services, and maximum dollar limits.
Destroyed after 4 years under FS/ES 0014.

2488 **Social Allowances Health Services - Control System**
Financial and accounting transactions of Social Allowances Health Services providing optical, dental, and drug services to clients.
Destroyed after a minimum of 1 month to a maximum of 3 years under FS/ES 0015.

2489 **Social Allowance Health Services - Pharmacy Audit Files**
Audit of retail pharmacies serving Social Allowance Health Services including correspondence with pharmacists (government and retail), social workers, and counsellors concerning individual claims, filling prescriptions, drug coverage, and suspected cases of drug abuse.
Destroyed after 7 years under FS/ES 0100.

2490 **Social Allowance Health Services - Optical Invoices**
Invoices received from opticians who have provided services to Social Allowance Health Services clients.
Destroyed after 2 years under FS/ES 0101.

2491 **Social Allowance Health Services - Client History Cards - Dental**
Destroyed after 7 years under FS 0309.

2492 **Social Allowance Health Services - Purchase Vouchers**
Destroyed after 4 years under FS/CSC 0056.

2493 **Social Allowance Health Services - Data Forms**
Field Data Input forms.
Destroyed after 2 years under FS/CSC 0058.

2494 **Dental Invoices**
Invoices received by the Department from dentists who have provided dental services to Social Allowance clients.
Destroyed after 2 years under FS/ES 0016.

2495 **Dental Invoices**
Destroyed after 4 years under FS/CSC 0059.

2496 **Social Allowance Health Services- Denturists Invoices**
Destroyed after 2 years under FS 0303.

Send Applications to Access Guide 2451

## MANITOBA FAMILY SERVICES

2497 Cheque Issue Listing
Cheque numbers and amounts issued to Social Allowance clients.
Destroyed after 2 years under FS/ES 0021.

2498 Client Care Control System
Monthly accounting details of the disbursement of monies to various nursing homes and community residences for Social Allowance clients under their care.
Destroyed after 3 to 7 years under FS/ES 0026.

2499 Claim Summaries
Shareable amounts with the federal government under the Canada Assistance Plan.
Destroyed after 1 year under FS/ES 0022.

2500 Statutory Declarations
Statutory declaration respecting the loss or theft of Social Allowance cheques.
Destroyed after 3 years under FS/ES 0023.

2501 Special Chequing Registers
Listing of emergency cheques issued to Social Allowance clients.
Destroyed after 2 years under FS/ES 0020.

2502 Municipal Assistance Program - Administrative Records
Administration and delivery of the Municipal Assistance Program including expenditure by city, town, village, municipality; costs claimable for Social Allowances or Canada Assistance Plan, reimbursement, and correspondence regarding audits.
Destroyed after 6 years under FS/ES 0099.

2503 Banking Authorities
Requests and approvals to open, close, change bank accounts and related correspondence.
Destroyed after 3 years or life of account under FS/ES 0071.

2504 Nursing Homes and Community Residences - Computer System
Authorization for payment (input), client totals per home and amount issued (output).
Destroyed after 7 years (input); destroyed after a minimum of 2 years to a maximum of 7 years (output) under FS/CSC 0104.

2505 Group Homes (Institutions) - Computer System
Authorization for payment (input), client totals within home, home monthly occupancy totals and amounts issued.
Destroyed after 7 years (input); destroyed after a minimum of 2 years to a maximum of 7 years (output) under FS/CSC 0110.

2506 Group Homes (Private) - Computer System
Authorization for payment (input) and client total within each home, home monthly totals, and amount issued.
Destroyed after 7 years (input); destroyed after a minimum of 2 years to a maximum of 7 years (output) under FS/CSC 0111.

MANITOBA FAMILY SERVICES

2507 **Cheque Listing Registers**
List of child welfare program cheques issued monthly including cheque number, amount, total issued.
Destroyed after 7 years under FS/CSC 0066.

2508 **Special Chequing Register**
List of all cheques issued by regions including cheque number, amount, and monthly total.
Destroyed after 7 years under FS/CSC 0065.

2509 **Claim Summaries**
Claim summaries for cost-sharing of administrative and program funds under *The Vocational Rehabilitation of Disabled Persons Act* and the Canada Assistance Plan.
Destroyed after 7 years under FS/CSC 0067.

2510 **Statutory Declarations**
Declarations concerning lost or stolen child welfare program cheques.
Destroyed after 3 years under FS/CSC 0102.

2511 **Freedom of Information Administrative Files**
Departmental procedures, planning records, training material, meeting minutes, application statistics, and quarterly and annual reports.
Destroyed after 4 years with the exception of the procedures manual which is destroyed once updated under FS 0199.

2512 **Freedom of Information Application Files**
Processing of applications received under *The Freedom of Information Act*. Includes applications, tracking records, legal opinions, and third party consents.
Destroyed after 10 years under FS 0200.

2513 **Departmental Records Management Files**
Destroyed variably under FS 0201.

2514 **Workplace, Health and Safety Files**
Destroyed after 3 years under FS 0307.

2515 **Commitment Accounting - Computer System**
Monthly reconciliation of departmental commitments and expenditures.
Continuously updated (master electronic file), and destroyed variably (input and output) under FS 0198.

2516 **Estimate and Cash Flow Files**
Destroyed after 7 years except working papers and drafts which are destroyed after 1 year under FS/ES 0070.

2517 **Receipts Distribution and Deposit Slips**
Destroyed after 2 years under FS/ES 0037.

2518 **General Ledger System Reports**
Journal Entry Batch Balancing Report and General Ledger Detail Revenue (Month End).
Destroyed after 2 years under FS/ES 0038.

MANITOBA FAMILY SERVICES

2519 **Requisitions - Purchases**
Destroyed after 4 years under FS/CSC 0112 and FS/ES 0027.

2520 **Purchase Orders**
Destroyed after 4 years under FS/CSC 0113 and FS/ES 0028.

2521 **Voucher Accounting System - A to C**
Destroyed after 4 years under FS/CSC 0026 and FS/ES 0013.

2522 **Voucher Accounting System - J to N**
Destroyed after 2 years under FS/ES 0017 or destroyed after 1 year under FS/CSC 0062.

2523 **Voucher Accounting System - H, I**
Destroyed after 2 years under FS/ES 0040.

2524 **Voucher Accounting System - R**
Destroyed after 2 years with the exception of the year-end report which is destroyed after 6 years under
FS/ES 0019 or after 7 years under FS/CSC 0064.

2525 **Voucher Accounting System - T**
Destroyed after 2 years with the exception of the year-end report which is destroyed after 6 years under FS/ES 0039.

2526 **Voucher Accounting System - U**
Destroyed after 2 years under FS/ES 0018 or after 7 years under FS/CSC 0063.

2527 **Voucher Accounting System Reports**
Destroyed after 2 and 6 years under FS/ES 0046.

2528 **Accountable Advances**
Destroyed after 2 years under FS/ES 0043.

2529 Administrative Studies Group - Project Report Files
Administrative reviews of departmental manual systems or automation development including findings, options and recomendations.
Destroyed after 6 years, subject to archival selection under FS/CSC 0022.

2530 Operational Support Services - Office Files
Destroyed after 6 years under FS/CSC 0023.

2531 INCOME SECURITY AND MANAGEMENT SERVICES
Management Services
Human Resource Services

Human Resource Services provides a range of professional services to the Department including staff recruitment and selection, job evaluation and classification, employee relations, pay and benefit administration, affirmative action, and staff training and development.

Internal Indexes: Personnel Procedures Manual (Pending).

Records

2532 Human Resource Services - **Office Files**
Destroyed after 5 years under FS/CSC 0162.

2533 **Competition** Files
Destroyed after 7 years with the exception of applications and duplicates which are destroyed after 2 years under FS/CSC 0158.

2534 **Employee Files**
Destroyed 60 years after closure under FS/ES 0031.

2535 **Employee Files** (duplicates)
Destroyed 1 year after closure under FS/CSC 0151.

2536 Personnel Management Records
Payroll deductions, personnel management reports.
Destroyed after 5 years under FS/CSC 0161.

2537 **MMIS** Reports
Destroyed after each cycle under FS/CSC 0057A.

2538 Attendance Records
Destroyed after 10 years under FS/CSC 0164.

2539 **Payroll System** - Registers
Destroyed after 4 years under FS/CSC 0061A.

2540 **Payroll System** - Earnings History
Destroyed after 3 years under FS/CSC 0159.

2541 **Payroll System** - Employee Change Document
Destroyed after 3 years under FS/CSC 0160.

2542 **Payroll System** - Payroll Deductions and Other Earnings Report
Destroyed after 7 years under FS/CSC 0163.

2543 **Payroll System** Reports
Destroyed variably under FS/ES 0029.

2544 **Payroll System** Input
Destroyed variably under FS/ES 0030.

2545 **Employee Files** - Department-Wide
Transferred to Human Resource Services after closure and unnecessary records destroyed under FS/ES 0049 and FS/CSC 0060A.

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2546 INCOME SECURITY AND MANAGEMENT SERVICES
Management Services
Information Systems

Information Systems provides, develops, and maintains information systems to support delivery of departmental programs. The branch is responsible for long-range strategic and short-term operational planning, technical support to users of information systems, monitoring and controlling the acquisition and installation of hardware and software, as well as the analysis, design, and implementation of information systems.

Internal Indexes: Social Allowances Management Information Network Systems Procedure Manual.

2547 INCOME SECURITY AND MANAGEMENT SERVICES
Management Services
Vital Statistics

Vital Statistics is the official registrar of births, stillbirths, marriages, and deaths in Manitoba. The branch also revises records after change of name, corrections or adoption procedures, provides statistical data concerning vital events, and is authorized under The Marriage Act to recognize religious denominations, register clergy, appoint marriage commissioners and marriage licence issuers.

Internal Indexes: Change of Name Files - Nominal Card Index (cross-referenced); Office Files - File Guide; Adopted Child Registry - Card Index; Nominal Index to Vital Events (various media).

2548 ACCESS AUTHORITY - VITAL STATISTICS

The Freedom of Information Act does not apply to the right of access and the procedures for gaining access to records, and the restrictions on access to records, contained in sections 31 to 33 of The Vital Statistics Act.

Section 31 of The Vital Statistics Act is concerned with searches of birth, stillbirth, or death registrations, searches of church baptismal, marriage, and burial records in the custody of Vital Statistics, and with searches for research or statistical purposes.

Sections 32 and 33 deal with the issuance of certificates and copies of birth certificates, marriage certificates, death certificates, and certificates from church records.

Records

2549 Vital Statistics - Office Files
Destroyed after 4 years under FS/CSC 0153.

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2550 Birth Registration Forms and Index
Name, place of birth, parents' names and birth places. Time of birth included from 1917 to 1973.
Transferred to Archives after 80 years under FS/CSC 0039 and FS/CSC 0038.
For Access Authority see Access Guide Number 2548.

2551 Marriage Eligibility Documents
Marriage licence (names and domiciles of bride and groom), statutory declaration of eligibility to marry, marriage banns.
Destroyed after 5 years under FS/CSC 0037.
For Access Authority see Access Guide Number 2548.

2552 Marriage Registration Forms and Index
Registration number, names of bride and groom, dates and places of birth, date and place of marriage, names of parents of bride and groom.
Transferred to Archives after 60 years under FS/CSC 0036 and FS/CSC 0035.
For Access Authority see Access Guide Number 2548.

2553 Death Registration Forms and Index
Registration number, name of deceased, date and place of death, former residence, marital status, name of spouse, names and birthplaces of parents of deceased, date of burial or disposition, type of burial/cremation, cause of death, place of burial.
Transferred to Archives after 10 years under FS/CSC 0034 and FS/CSC 0033.
For Access Authority see Access Guide Number 2548.

2554 Burial Permits
Name and age of deceased, place and date of death, date and place of burial or cremation.
Destroyed after 3 years under FS/CSC 0032.
For Access Authority see Access Guide Number 2548.

2555 Cemetery Returns
Monthly returns from cemetery owners indicating deceased's name, sex, date of death, date of burial or cremation and name of person issuing burial permit.
Destroyed after 3 years under FS/CSC 0154.

2556 Change of Name Certificates
Former name, certification of new name.
Transferred to Archives after 1 year under FS/CSC 0048A.

2557 Index - Births, Deaths, Marriages (Microfilm)
Surname, date and place of event, amendment number, name of spouse where applicable.
Transferred to Archives after 70 years under FS/CSC 0031.
For Access Authority see Access Guide Number 2548.

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2558 Computer Verification Printouts
Daily list of all information keyed into the Vital Statistics computer system.
Destroyed once current year data entered under FS/CSC 0049.
For Access Authority see Access Guide Number 2548.

2559 Quarterly Listing - Vital Events
Type of event (birth, death, stillbirth, marriage), registration book number and page, date of event, date of registration, sex, amendment numbers, name of spouse where applicable.
Transferred to Archives once microfiche index is produced and verified under FS/CSC 0029.
For Access Authority see Access Guide Number 2548.

2560 Statistical Printouts
Deaths by cause, region and age; births by region, stillbirths; marriages by age, region and officiant.
Destroyed after 10 years under FS/CSC 0028.
For Access Authority see Access Guide Number 2548.

2561 Search Application Files
Applications for searches of vital statistics records including name of searcher, request, response and fees paid.
Destroyed after 7 years under FS/CSC 0027.
For Access Authority see Access Guide Number 2548.

2562 Late Receipts, 1976 - Feb. 1983
Destroyed after 7 years under FS/CSC 0050.

2563 Daily Financial Statements
Daily cash receipts, summary, cash register tapes, void and cancelled certificates.
Destroyed after 4 years under FS/CSC 0053.

2564 INCOME SECURITY AND MANAGEMENT SERVICES
Management Services
Residential Care Licencing

Residential Care licenses community residential facilities which provide services to the mentally ill, mentally handicapped, children in care and the aged and infirm in accordance with both The Social Services Administration Act and Manitoba Regulation 484/88. It also ensures compliance with fire, safety and health standards.

The branch establishes standards, monitors facilities for conformity of regulated and established licensing criteria, maintains facility registries, and assists in program development.

Internal Indexes: Office Files - File Key; Facility Files - File Key.

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Records

2565 Licencing and Standards Files
Licence applications of residential care facilities for the mentally ill, mentally handicapped, children in care and the aged and infirm. Includes inspection reports, program reviews, assessments and complaints.
Destroyed 7 years after closure of facility under FS/CSC 0042.

2566 INCOME SECURITY AND MANAGEMENT SERVICES
Income Security and Regional Operations

Income Security and Regional Operations includes: the Central Directorate, Income Maintenance Programs, Income Supplement Programs, and Regional Operations.

2567 INCOME SECURITY AND MANAGEMENT SERVICES
Income Security and Regional Operations
Central Directorate

The Central Directorate provides senior management direction and administrative support for division programs, including: Income Maintenance Programs; Income Supplement Programs; and Regional Operations. The Directorate also provides management and support services for the Income Security Program including: management direction; financial and administrative support; policy development and analysis; investigative and overpayment recovery activity and non-technical systems support.

Records

2568 Central Administration - Social Allowance Overpayment Files
Lists of closed client files, correspondence with district offices, legal counsel and clients, copies of court records and copies of receipts issued for overpayments paid in full.
Destroyed after 7 years under FS 0311.

2569 Case Rotary Cards - Central Registry, 1970-1987
Client's name, date of birth, file number, date case opened and closed, spouse's name and district office.
Destroyed after 5 years under FS/ES 0090.

2570 INCOME SECURITY AND MANAGEMENT SERVICES
Income Security and Regional Operations
Income Maintenance Programs

Income Maintenance Programs include: Social Allowances Program, Social Allowances Health Services and Municipal Assistance.

2570 contd

- Social Allowances Program provides essential financial assistance to specifice categories of individuals defined in The Social Allowances Act, including: disabled persons, sole support parents, students, persons in crisis intervention facilities, and persons in unorganized territories.
- Social Allowances Health Services provides assistance for essential non-insured drugs, optical and dental supplies and services to social allowances recipients and to wards of the Province.
- Municipal Assistance provides provincial cost-sharing of municipal social assistance and welfare services provided by municipalities to persons who are not eligible for provincial social allowances.

Internal Indexes: Office Files - File Plan, Client Files arranged alphabetically, Social Allowances Management Information Network Systems Procedure Manual, Social Allowances Administrative Manual.

2571 INCOME SECURITY AND MANAGEMENT SERVICES
Income Security and Regional Operations
Income Supplement Programs

Income Supplement Programs include Child Related Income Support Programs (CRISP) and the 55 Plus Program.

- Child Related Income Support Program (CRISP) provides monthly supplements to low-income families to assist them in meeting the costs of raising their children. Both income and assets are considered in determining eligibility.
- The 55 Plus Program is a Manitoba income supplement program which provides financial assistance to low income Manitobans of age 55 and over. Benefits under the senior component are available to eligible persons in receipt of certain levels of benefits from the federal old age security program (G.I.S., Spouses' Allowance and Widowed Spouses' Allowance).

Benefits under the Junior Component are payable to persons 55 years of age and over who are not eligible to receive Old Age Security Program benefits, but whose income falls within certain specified ranges.

Internal Indexes: Child Related Income Support (CRISP) Policies and Procedures Manual; 55 Plus Information Manual.

Records

2572 Child Related Income Support Program - (CRISP)/55 Plus Program Policy Files
Policy and program documents and submissions for Child Related Income Support and 55 Plus programs including: eligibility policy, Treasury Board and Cabinet submissions, correspondence with potential clients and special interest groups.
Destroyed after 5 years under FS/ES 0089.

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2573 **Child Related Income Support Program** (CRISP) - Client Files
Applications for, and receipt of, payments under the **Child Related Income Support Program** including annual application forms (income, citizenship and employment status) authorizations for payment, voucher and payment transactions.
Destroyed after 7 years under FS 0301.

2574 **Child Related Income Support** Program (CRISP) - **Computer System**
Administration of CRISP including application form re-application form, cheque registers, birth and death data for edit purposes, listings of **Social Allowances** clients.
Destroyed from a minimum of 1 month to a maximum of 7 years under FS/ES 0072.

2575 **Child Related Income Support** - Program (CRISP) Client List and MHSC Reference
Client data including MHSC number, name and address, number and names of dependents, birthdate and indication of Treaty Indian status.
Destroyed after 7 years under FS/ES 0088.

2576 **55 Plus** Program (Junior Component) - Client Files
Applications for, and receipt of, payments under the 55 Plus Program. Includes annual income, employment and citizenship status, payment authorizations, correspondence with client.
Destroyed after 7 years under FS/ES 0009A.

2577 **55 Plus** Program - **Computer System**
55 Plus payment program including client change forms, client and payment listings, cheque registers.
Destroyed from a minimum of 1 year to a maximum of 7 years under FS/CSC 0107A.

2578 **55 Plus** Program - Numeric Cheque Register
Record of pensioners in receipt of benefits under the 55 Plus Program. Includes amount and number of cheque, name and address of client.
Destroyed after 7 years under FS/ES 0010A.

2579 **55 Plus** Program - Senior Component Cheque Reconciliation
Payments to pensioners under the 55 Plus Program including name, amount and number of cheque.
Destroyed after current year under FS/ES 0011.

2580 **55 Plus** Program - Senior Component Cheque Register
Record of payments to pensioners in receipt of benefits under the 55 Plus Program - Senior Component including amount and number of cheque, name and address of client.
Destroyed after 3 years under FS/ES 0012.

2581 **55 Plus** Program - Cheque Register
Pensioners/senior citizens in receipt of benefits under the 55 Plus Program. Includes amount and number of cheque, name and address of client.
Destroyed after 7 years under FS/ES 0087.

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2582 **55 Plus Program - Client List**
Client data including MHSC number, name and address, birthdate and indication of Treaty Indian status.
Destroyed after 7 years under FS/ES 0096.

2583 Income Supplement Programs Audit Files
Internal and cost-sharing audit of the **Child Related Income Support Program** and the **55-Plus Program.**
Destroyed after 3 years with the exception of the **Canada Assistance Plan** cost-sharing claim files which are destroyed after 7 years under FS 0300.

2584 Disabled Persons Allowances - Case Files
Applications for, and receipt of, payments to persons under The Disabled Persons Allowances Act. Includes application indicating income and assets, medical reports, documents regarding births, baptisms, deaths, marriages. The Disabled Persons Allowances Act was repealed in February 1981. The majority of the clients were transferred to **Income Maintenance.**
Transferred to Archives following closure under FS/CSC 0024.

2585 Blind Persons Allowances - Case Files
Applications for, and receipt of, payments to persons under The Blind Persons Act. Includes application indicating income and assets, medical reports, documents regarding births, baptisms, deaths, marriages. The Blind Persons Allowances Act was repealed in February 1981. The majority of the clients were transferred to **Income Maintenance.**
Transferred to Archives following closure under FS/CSC 0025.

2586 INCOME SECURITY AND MANAGEMENT SERVICES
Income Security and Regional Operations
Regional Operations

Regional Operations delivers a comprehensive range of social services through three regional delivery systems: Income Security Field Operations, Family Services Regional Operations, and Regional Employment Services.

Regional Operations provides:

- Support to the mentally disabled and their families to allow mentally handicapped adults to live in the least restrictive manner possible;
- Delivery of vocational rehabilitation programs for the mentally and physically disabled;
- Preventative services to families to promote the well-being of the family unit;
- Delivery of child protection services;

2586 contd
- Support to families with children who have a mental or physical disability;
- Referral, conciliation, assessment and mediation services to families in dispute;
- Support to day care centres and family day care homes to meet established standards of care and ensure financial support for eligible families;
- Delivery of social allowances to persons in need who have eligibility under The Social Allowances Act;
- The promotion and delivery of special employment programs; and
- Ensures that regional emergency social services plans are in place and provides assistance to municipalities in the event of an emergency.

2587 **INCOME SECURITY AND MANAGEMENT SERVICES**
Income Security and Regional Operations
Regional Operations - Income Security Field Operations

Income Security Field Operations delivers Social Allowances programs through 14 district offices throughout the province. Field staff assess eligibility, provide assistance and monitor cases.

Records

2588 **Social Allowances - Office Files**
Destroyed after 7 years under FS/CSC 0003.

2589 **Social Allowances Client Files**
Record of clients in receipt of Social Allowance payments including: case history, correspondence, voucher and payment transactions.
Destroyed 7 years after closure under FS/CSC 0001.

2590 **Social Allowance Management Information Network (SAMIN) - Computer System**
Client and statistical information for the Social Allowance and Social Allowances Health Services programs. System calculates clients' budgets based on income and needs date, produces cheques, billings, and statistical and management reports.
Continuously updated (master electronic file) and destroyed variably (input and output) under FS/CSC 0097A.

2591 **Social Allowance Special Needs Client Files**
Details of special client expenditures requiring authority beyond that of the district director, such as major repairs, repatriations and relocations, and enrolments outside Manitoba or Canada.
Destroyed after 3 years under FS/CSC 0002.

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2592 Staff - Office Files
Destroyed after 1 year under FS/CSC 0004.

2593 INCOME SECURITY AND MANAGEMENT SERVICES
Income Security and Regional Operations
Regional Operations - Family Services Regional Operations

Family Services Regional Operations is responsible for the delivery of Community Living and Vocational Rehabilitation services in Programs (see Access Guide Number 2610). It assess clients needs and assists them in accessing services.

Regional Operations provides Health and Social Services on behalf of the Manitoba Family Services and Manitoba Health. These services are available through 8 regional and 33 district offices.

Child and Family Services (see Child and Family Support Branch - Child and Family Services Division Access Guide Number 2663 to 2705) are provided by Regional Offices in areas not covered by private child and family services agencies.

Family Conciliation (see Access Guide Number 2720 to 2722), Childrens Special Services (see Access Guide Number 2715 to 2716) and Child Day care (see Access Guide Number 2604 to 2613) are also provided through Regional offices.

Internal Indexes: Operations Manual.

Records

2594 Day Programs - Client Files
Day Program client information including applications, psychological/medical forms, progress notes and evaluations, individual program plans, closing summary.
Destroyed 10 years after closure under FS/CSC 0115A.

2595 Regional Operations - Mental Retardation
Case histories of mentally handicapped clients including intake or referral forms, psychological assessments, client progress notes, financial information, medical consultation, orders of supervision.
Destroyed after 7 years under FS/CSC 0184.

2596 Regional Operations - Minutes
Minutes of executive, administrative, and regional meetings.
Destroyed after 5 years under FS/CSC 0185.

2597 Regional Operations - Client Financial Files
Client expenditures for both the Mental Retardation and Vocational Rehabilitation programs. Includes requisitions to agencies and service suppliers, hours of service delivered, and expenditure records.
Destroyed after 6 years under FS/CSC 0186.

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2598 Regional Operations - Statistics
Case counts for the following programs: Mental Retardation, Vocational Rehabilitation, Family Counselling, Public Health, Mental Health, **Continuing Care**, and Home Economics.
Destroyed after 5 years under FS/CSC 0187.

2599 INCOME SECURITY AND MANAGEMENT SERVICES
Income Security and Regional Operations
Regional Operations - Regional Employment Services

Regional Employment Services provides program delivery through 8 Employment Services offices.

Regional Employment Services provide regional delivery of programs (see Access Guide Number 2654 for Job Opportunities service only and Access Guide Number 2656 for other programs), assist in the regional delivery of extra-departmental programs (**Manitoba Community Places Program** and **Workforce 2,000**), and assist in the development and implementation of new programs. They also provide employment support and expertise to community organizations and employers and compile regional employment information as requested. The offices provide employment counselling services to communities not adequately served by agencies and to individuals relocating for training or employment. Through its employment support services, the offices strive to maximize the participation of northerners in the **Limestone Project**.

Internal Indexes: CareerStart Claim for Reimbursement Manual, Limestone Client Assistance Manual, and Limestone Project Information.

Records

2600 Program Files (Limestone)
Program activities of the Limestone program including program proposals, agreements, community counselling program proposals, status reports from Canada Employment and Immigration Commission, Limestone Training Employment Agency (LTEA) Management Committee. The Limestone Site Office supports a government commitment to ensure native northerners receive maximum benefits from the training and employment opportunities of the Limestone Project.
Destroyed after 8 years, **subject to archival selection**, under FS/ES 0092.

2601 Northern Employment Resources - Program Files
Administration of branch programs including employer and employee applications, employer claim forms, correspondence, evaluation and monitoring records. Programs include **Careerstart**, **Manitoba Jobs and Training**, **Job Training for Tomorrow**, Client and Relocation Assistance, **Northern Summer Education**, **Manitoba Youth Job Centre**, **Manitoba Community Assets** Program, **Northern Community Assets** Program, Limestone.
Destroyed after 7 years under FS/ES 0053.

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2602 **Northern Employment Resources - Northern Youth Corps Program Files**
Program administration including student applications, evaluations and monitoring reports, employer sponsor applications.
Destroyed after 7 years under FS/ES 0056.

2603 **Southern Employment Resource Centres - Program Files**
Administration of branch programs including applications from employers, and employee/trainees, employer claim forms, evaluation and monitoring records. Programs include: Careerstart, Manitoba Jobs and Training, Job Training for Tomorrow, Manitoba Employment Access Program, Manitoba Youth Job Centre and the Manitoba Community Assets Program.
Destroyed after 7 years under FS/ES 0055.

### 2604 INCOME SECURITY AND MANAGEMENT SERVICES
### Child Day Care

Child Day Care is responsible for establishing minimum licensing standards for day care centres and homes under The Community Child Day Care Standards Act and for licensing all day care centres and homes. The program provides financial assistance to eligible parents with children attending day care centres and homes, and gives grants and program assistance to eligible non-profit community groups and individuals who provide day care services.

Internal Indexes: Office Files - File Key.

Records

2605 **Child Day Care - Office Files**
Destroyed after 7 years under FS/CSC 0173.

2606 **Day Care Centre Grant Files**
Grant applications, approvals, and payment authorizations including centre budgets and audits. Grants may be for start-up purposes or for the development of existing facilities or services.
Destroyed after 7 years under FS/CSC 0175.

2607 **Child Day Care Facilities Files**
Licensing and monitoring of day care centres and homes including licensing records, facility budgets, assessments, complaints concerning regulatory violations, investigative records, and administrative correspondence.
Destroyed after 6 years, subject to archival selection, under FS/CSC 0176.

2608 **Day Care Centre Financial Statements**
Audited financial statements including budgets, operating statements and correspondence with boards concerning financial issues.
Destroyed after 7 years under FS/CSC 0177.

2609 Applicant Subsidy Files
Application form, evidence of income such as cheque stubs, correspondence concerning social and economic eligibility.
Destroyed 7 years after closure under FS/CSC 0123.

2610 Day Care Facility Subsidy Files
Attendance of subsidized children at day care facilities in Manitoba and payment records.
Destroyed after 7 years under FS/CSC 0122.

2611 Disability Grant Files
Grant applications, assessments and approvals. Grants provide day care centres with additional funding to improve facilities for disabled children.
Destroyed 5 years after closure under FS/CSC 0172.

2612 Special Social Needs Case Files
Applications for special subsidies, including assessments and authorizations.
Destroyed after 2 years under FS/CSC 0174.

2613 Child Day Care - Financial and Personnel Files
Estimates, expenditures, commitment accounting, staff training records and staffing submissions.
Destroyed after 7 years under FS/CSC 0182.

## 2614 REHABILITATION AND COMMUNITY LIVING

Rehabilitation and Community Living includes: Administration, Community Living and Vocational Rehabilitation Programs, the Manitoba Developmental Centre and Special Employment Programs.

## 2615 REHABILITATION AND COMMUNITY LIVING
Administration

Administration includes the office of the Assistant Deputy Minister and provides administrative services and support for programs for the mentally disabled, adult vocational rehabilitation, external agencies, and the Manitoba Developmental Centre. The branch also provides administrative services and support for the Special Employment Program.

Internal Indexes: Office Files - File Key.

Records

2616 Assistant Deputy Minister - Office Files
Destroyed after 4 years, subject to archival selection, under FS 0168 and FS/ES 0041.

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2617 Assistant Deputy Minister - Authority Seeking Documents
Minutes and submissions to Treasury Board, Cabinet, and Cabinet committees related to the activities of the division.
Destroyed after 4 years, subject to archival selection, under FS/ES 0042.

2618 REHABILITATION AND COMMUNITY LIVING
Community Living and Vocational Rehabilitation Programs

Community Living and Vocational Rehabilitation Programs is responsible for the planning, developing and evaluation of programs, standards and communications that are delivered by Regional Operations. It provides program support and consultation to departmental field services and external agencies. Support Services which are provided by the field include:

- Respite Care - provides short-term relief to caregivers of mentally disabled persons in the community. Respite may range from full support in the home, short-term accommodation in a community residence or institution, to hourly evening or day supervision.
- Community Residences - provide an alternative to institutional care, usually housing three to six mentally disabled persons. Residences are located throughout the province and are managed by private, non-profit incorporated boards.
- Crisis Intervention - provides short-term individualized and immediate services to mentally disabled individuals whose status or continuation in community placement is in immediate jeopardy while appropriate longer-term plans are developed and put in place.
- Additional Care and Support - makes funds available to provide training/care support to mentally disabled persons living in a variety of residential alternatives. Individual assessments are undertaken to determine allocation of the funds.
- Supervised Apartment Living - provides training and supervision in areas such as budgeting, shopping, home maintenance and personal care designed to enable mentally disabled adults to live in their own accommodations.
- Special Rate Service Provision - makes resources available for mentally disabled adults who require special services.

Records

2619 Programs - Office Files, 1960-1984
Destroyed after 5 years, subject to archival selection, under FS/CSC 0116.

Send Applications to *Access Guide* 2451

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2620 REHABILITATION AND COMMUNITY LIVING
Manitoba Developmental Centre

Manitoba Developmental Centre provides institutional care and developmental programs for mentally disabled adults.

Internal Indexes: Resident Files - Nominal Index; Clinical Records Policy Manual.

### Records

2621 Manitoba Developmental Centre - Office Files
Destroyed after 5 years under FS 0203.

2622 Clinical Records - Office Files
Destroyed after 5 years under FS 0222.

2623 Clinical Records - Master Clinical Files (Primary) and Index
Admission records, medical data (test results and treatment records), psychological and behavioural assessments, progress and treatment notes.
Transferred to Archives 14 years after closure under FS/CSC 0054.

2624 Clinical Records - Master Clinical Files (Secondary)
Nurses notes, graphic charts, physiotherapy progress reports and other ephemeral clinical reports.
Destroyed after 5 years under FS/CSC 0055.

2625 Clinical Records - Computer System
Data sheets including admission, discharge, placement, physical capabilities and secondary health information. Also includes nominal rolls, computer change forms, care levels and incident reports.
Nominal Roll is destroyed after 3 months; other records are destroyed immediately under FS 0228.

2626 Resident Ward Files
Admission records, medical data, psychological and behavioral assessments in addition to test results and treatment records which are eventually transferred to the master files (See *Access Guide* Numbers 2623 and 2624).
Destroyed at the end of the current year under FS/CSC 0045.

2627 Admission/Discharge Notification to Public Trustee
Name of resident, date of discharge or admission.
Destroyed at end of current year under FS/CSC 0041.

2628 X-ray Cards
Dates of X-rays of residents and Centre staff.
Destroyed after 5 years under FS/CSC 0040.

2629 Electroencephalograph Tracings (Normal)
Brain wave tracings (normal) taken of out-patients and residents of the Centre.
Destroyed following diagnosis as normal under FS/CSC 0043.

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2630 Electroencephalograph Tracings (Abnormal)
Brain wave tracings (abnormal) taken of out-patients and residents of the Centre.
Destroyed after microfilming under FS/CSC 0044.

2631 Electrocardiogram Tracings
Tracings of electric changes of heartbeats.
Destroyed 5 years after closure of resident's file under FS/CSC 0046.

2632 Trust Account Files
Financial records of clients who are, or were, in the care of the Centre. Includes cheque stubs, deposit books, clothing charge sheets, receipts and disbursements, resident earning statements, trial balances, month end analyses, chattel records (items other than clothing over $75).
Destroyed after 7 years with the exception of trust account record cards which are destroyed after 90 years under FS 0204.

2633 Trust Accounts - Computer System
Financial records of clients who are, or were, in the care of the Centre. Includes receipts, disbursements, nominal rolls, and weekly, monthly, and annual statements.
Continuously updated (master electronic file); destroyed variably (input and output) under FS 0205.

2634 Trust Account - Residential Charges
Financial assessment of clients' estates, and where applicable, invoices and residential charge forms.
Destroyed after 7 years or once superseded under FS 0206.

2635 Medical Director - Office Files
Destroyed after 5 years under FS 0214.

2636 Medical Director - Incident Reports
Reports indicating details of all incidents such behaviour resulting in injury involving residents and staff.
Destroyed after 20 years under FS 0226.

2637 Psychology and Social Services - Office Files
Destroyed after 5 years under FS 0211.

2638 Vocational Training - Office Files
Destroyed after 2 years under FS 0213.

2639 Psychological Clinical Files
Client therapy program development and implementation. Behaviour therapy records include minutes of clinical reviews, referral forms, intake information, medication change summaries, consulting records, data graphs, progress notes, clinical reports, discharge summary reports and psychological test results.
Destroyed 10 years after closure under FS 0209.

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2640 Vocational Training Clinical Files
Client progress in vocational training (sheltered workshop behaviour).
Destroyed 5 years after closure under FS 0210.

2641 Physical Therapy - **Office Files**
Administrative and operational records including treatment progress notes, treatment plans, physical and orthopedic medicine consultation reports and schedules, nominal rolls and client data cardex.
Destroyed after 2 years with the exception of the client data cardex which is destroyed 5 years after discharge under FS 0215.

2642 Pharmacy - **Computer System**
Prescriptions issued to residents, lists of drugs routinely prescribed, daily drug administration schedules, and patient medication histories.
Continuously updated (master electronic file); destroyed variably (input and output) under FS 0224.

2643 Pharmacy - **Office Files**
Administration and daily records of controlled drug use.
Destroyed after 6 years with the exception of controlled drug use records which are destroyed after 2 years under FS 0225.

2644 Nursing Services - **Office Files**
Destroyed after 5 years with the exception of committee minutes which are transferred to Archives after 10 years and manual which is destroyed after 10 years under FS 0207.

2645 Nursing Education Records, 1939-1986
Transcripts of student marks in the Psychiatric Nurse Training Program.
Transfer to Archives after 25 years under FS 0216.

2646 Dietetics - **Office Files** and Clinical Reports
Administrative records, purchase and statistical files, and resident nutrition and diet plans.
Destroyed variably under FS 0223.

2647 Meal Ticket Records
Meal sales to staff and visitors.
Destroyed after audit under FS 0208.

2648 Housekeeping Services - **Office Files**
Destroyed after 5 years with the exception of daily activity reports and ward requisitions under FS 0227.

2649 Laundry Services - **Office Files**
Administrative, purchase, and inventory records.
Destroyed after 1 and 5 years under FS 0219.

2650 Mobile Services - **Office Files**
Destroyed after 2 years under FS 0220.

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2651 Safety Officer Records
Administrative records and monthly inspections, drill and fire alarm reports.
Destroyed after 5 years under FS 0221.

2652 Staff Development Files
Staff development programs including course applications and evaluations, and budget and planning records.
Destroyed after 10 years under FS 0217.

2653 Volunteer Files
Volunteer activity and performance at the Centre. Includes applications, references, position descriptions, evaluations, medical certificates, hours worked, and administrative records.
Destroyed 5 years after closure under FS 0212.

2654 REHABILITATION AND COMMUNITY LIVING
Special Employment Programs

Special Employment Programs provides programs and services to students and unemployed youth including referral, placement and employment related activities. The branch provides assessment, counselling, training and employment opportunities to enhance the social, technical and employment skills of social assistance recipients. It offers vocational assessment counselling, employment preparation, academic upgrading, skill training, on-the-job training and employment placement for individuals experiencing difficulty entering or retaining employment.

The branch administers the following programs and services: the Job Opportunity Service which is responsible for the registration, referral and placement of all students in summer positions in provincial government departments, Crown corporations and commissions; Youth Programs including Student Temporary Employment Program, Volunteers in Public Service, Manitoba Youth Job Centre Program and Manitoba CareerStart; Human Resources Opportunity Program and Centres; Employability Enhancement Programs including Single Parent Job Access Program, Gateway, Job Access for Young Adults, and Community Based Employability Projects.

Records

2655 Employment Development and Youth Programs Control - Computer System
Monitoring and control of the following programs: Manitoba Jobs and Training, Careerstart, Engineering and Science, Manitoba Graduates in Business, Youth Business Start, Job Access for Young Adults, Manitoba Youth Job Centre, Northern Summer Education, Job Opportunity Service, Student Temporary Employment Program (STEP), Volunteers in Public Service. Primarily employer information including profiles, positions requested, training plans.
Continuously updated (master electronic file); destroyed after 3 months (input and output) under FS/ES 0057.

## MANITOBA FAMILY SERVICES

2656 Program Files
Record of branch job creation programs. Files include employer and employee applications, employer claim forms, correspondence with inter-departmental officials, evaluation and monitoring records. Programs include **Manitoba Jobs and Training**, **Job Training for Tomorrow**, Manitoba Careerstart, Engineering and Science, **Manitoba Graduates in Business**, **Youth Business Start**, **Job Access for Young Adults**, **Manitoba Youth Job Centres**, **Northern Summer Education**, **Job Opportunity Service**, **Student Temporary Employment** Program, **Volunteers in Public Service** Program.
Destroyed after 5 years under FS/ES 0032A.

2657 REHABILITATION AND COMMUNITY LIVING
Special Employment Programs
Youth Programs

Youth Programs include: **Student Temporary Employment Program** (STEP) provides staff years to government departments to hire students to undertake supplemental projects in career-related summer jobs. **Manitoba Youth Job Centre Program** establishes and operates 44 summer offices which provide referral, counselling and placement services to students and unemployed youth seeking seasonal employment. 10 centres are located in Canada Employment Centres and are called Student/Youth Employment Centres. **Volunteers in Public Service** provides coordination and support for volunteerism to government departments, quasi-government organizations, and related community-based organizations. **Manitoba CareerStart** provides work experience incentives to help employers create new, career-related summer jobs for students of all ages, and unemployed youth aged 16 to 24.

2658 REHABILITATION AND COMMUNITY LIVING
Special Employment Programs
Human Resources Opportunity Program/Centres

Human Resources Opportunity Program is delivered through 6 regional offices and is designed to help individuals enter or re-enter the work force.

Human Resources Opportunity Centres offer intensive, group-based employment preparation to seriously employment disadvantaged clients.

Records

2659 Human Resources Opportunity Program - Client Files
Client data related to social employment history, aptitude and occasional financial grants. Includes applications, social data reports and counsellors' notes, client evaluations, aptitude and ability test results, client progress notes and closing summaries.
Destroyed 7 years after closure under FS/CSC 0117.

MANITOBA FAMILY SERVICES

2660 REHABILITATION AND COMMUNITY LIVING
Special Employment Programs
Employability Enhancement Programs

Employment Enhancement Programs includes: the Single Parent Job Access Program is for single parents who are eligible for, or in receipt of, social assistance and who wish to develop vocational skills. Clients receive vocational and personal counselling, group pre-employment and life skills training, work experience placements, academic upgrading, and skills training.

Gateway offers training and work experience leading to permanent employment, to social assistance recipients. Participants receive classroom and on-the-job training, and financial assistance and counselling.

The **Job Access for Young Adults** provides young social assistance recipients (between the ages of 18 and 24) with 20 weeks of work experience, leading to permanent employment in high demand labour market areas. Participants receive classroom instruction, on-the-job training, financial assistance, and counselling.

Community Based Employability Projects provide grant funding to selected community-based organizations for the operation of training and employment projects. Priority is given to projects for young social assistance recipients or physically, mentally or emotionally disabled persons. Participants receive a combination of classroom training and on-the-job training and work experience.

2661 CHILD AND FAMILY SERVICES

Child and Family Services includes an Administration Office and four program branches: Child and Family Support, Children's Special Services, Family Dispute Services, and Family Conciliation.

2662 CHILD AND FAMILY SERVICES
Administration/Executive Office

The office of the Assistant Deputy Minister provides management support to the division. The office coordinates the divisional budget, and planning and policy development.

Internal Indexes: Office Files - File Key.

Records

2663 Assistant Deputy Minister/Central Administration - Office Files
Destroyed after 4 years under FS/CSC 0178.

MANITOBA FAMILY SERVICES

2664 CHILD AND FAMILY SERVICES
Child and Family Support

Child and Family Support operates under the authority of The Child and Family Services Act on behalf of children and families. The Director of Child and Family Support is responsible for the administration of the Act. The branch provides support to mandated child and family services agencies, including native agencies, which are governed by The Child and Family Services Act and its regulations.

The branch is responsible for ensuring that agencies provide services under the Act. It sets standards and guidelines for agencies and other service providers mandated to provide child and family services. It is responsible for maintaining the Child Abuse Registry and the Post-Adoption Registry. It also provides consultation and training for agency staff and workers in child placement resources.

The branch provides funding and other support to agencies in the following program areas: family support, child protection, foster and residential care, adoption, adolescent parents, and emergency shelter for children.

Internal Indexes: Client files either arranged alphabetically or indexed by name; **Office Files** - File Key; Child Abuse Registry - Index. For Access Authority see Access Guide Number 2665.

2665 ACCESS AUTHORITY - CHILD AND FAMILY SERVICES

The Freedom of Information Act does not apply to the right of access and the procedures for gaining access to records, and the restrictions on access to records, contained in The Child and Family Services Act. The procedures under The Child and Family Services Act apply to case records involving services to children and families.

The Child and Family Services Act, in general, provides adults with the right of access (76[4]), to the voluntary service records of children in their legal care, and to their own closed ward records. That right of access does not apply to records relating to services provided under Parts III of the Act (child protection) and Part V (records relating to the adoption of a child).

Records

2666 Director/Assistant Director - **Office Files**
Transferred to Archives after 8 years under FS/CSC 0135.

2667 Child Abuse - Directorate Files
Child abuse allegations received by the Director of Child and Family Support, and follow-up services provided. Includes investigative reports from agencies, and provincial statistics.
Transferred to Archives 7 years after child reaches age of 18, under FS/CSC 0136.
For Access Authority see Access Guide Number 2665.

MANITOBA FAMILY SERVICES

2668 Director - Case Files
Correspondence respecting cases, real or potential, brought to the attention of the Director of Child and Family Support.
Destroyed 7 years after child reaches age of 18, under FS/CSC 0137.
For Access Authority see Access Guide Number 2665.

2669 Child Welfare Registry
Status of children in the custody of child caring agencies. Includes orders of apprehension, guardianship, follow-up information concerning discharge or transfer.
Destroyed after child reaches the age of 18, under FS/CSC 0082.
For Access Authority see Access Guide Number 2665.

2670 Ward Files
Birth documents, social and medical histories, record of families, court orders (permanent or temporary), casework summaries, case dispositions.
Transferred to Archives 21 years after closure under FS/CSC 0010.
For Access Authority see Access Guide Number 2665.

2671 Children - Mental Retardation Orders
Orders regarding the placement of children under the care and supervision of the Director of Child Welfare further to the order of the Director of Psychiatric Services.
Destroyed 7 years after child reaches age of 18, under FS/CSC 0140.
For Access Authority see Access Guide Number 2665.

2672 Voluntary Placement Agreements
Agreements made by parents/guardians and Child and Family Service agencies for the temporary placement of children outside of their homes. Names of children, length of placement, contribution made by parents/guardians.
Destroyed 7 years after child reaches the age of 18, under FS/CSC 0138.
For Access Authority see Access Guide Number 2665.

2673 Foster Homes
Applications, social histories, foster home studies, references, medical reports.
Destroyed after 7 years under FS/CSC 0013.
For Access Authority see Access Guide Number 2665.

2674 Foster Home Study, 1981
Study of 1000 selected foster homes and the children in their care. Reason for admission of a child, care plan, physical and social assessments. History of foster home and current circumstances.
Transfer to Archives after 7 years under FS/CSC 0085.
For Access Authority see Access Guide Number 2665.

2675 Unmarried Mothers
Birth certificates, medical reports, case histories and dispositions, court orders of guardianship.
Transferred to Archives after 21 years under FS/CSC 0009.
For Access Authority see Access Guide Number 2665.

MANITOBA FAMILY SERVICES

2676 Adoption Applications
Applications, references, marriage certificates, home studies, medical reports, social histories.
Destroyed 7 years after closure under FS/CSC 0014.
For Access Authority see Access Guide Number 2665.

2677 Absolute Adoptions
Birth registrations, parents consent to surrender, applications to adopt, home studies, references, medical reports, agency's or Director's approvals of homes, petitions to adopt, agency's or Director's approvals of petitions, notices of motion to apply for adoption, decrees of adoption, if applicable, may include Post-Adoption Registry forms and letters.
Transferred to Archives, following microfilming under FS/CSC 0007.
For Access Authority see Access Guide Number 2665.

2678 Adoption Home
Same as Access Guide Number 2640 but without decree of adoption and Post-Adoption Registry forms.
Transferred to Archives 21 years after closure under FS/CSC 0008.
For Access Authority see Access Guide Number 2665.

2679 Unaccompanied Minor Files
Sponsoring for adoption of children living in other countries, including letters of intent to adopt and correspondence with immigration officials in child's country and in Canada.
Destroyed 7 years after child reaches the age of 18, under FS/CSC 0141.
For Access Authority see Access Guide Number 2665.

2680 Adoption Publicity Campaign Files
Descriptions of children in Manitoba who need adoptive homes, requests to adopt and follow-up services provided.
Destroyed 2 years after closure under FS/CSC 0142.
For Access Authority see Access Guide Number 2665.

2681 Filiation Files, 1963-1983
Birth documents, social histories, filiation agreement, case disposition.
Destroy after 20 years under FS/CSC 0012.
For Access Authority see Access Guide Number 2665.

2682 Repatriation Files
Record of the repatriation of runaway minors to homes within or outside of Manitoba. Includes child's background, circumstances of the runaway, and travel arrangements.
Transferred to Archives after child reaches the age of 18, under FS/CSC 0081.
For Access Authority see Access Guide Number 2665.

2683 Interprovincial Files
Social histories and committal orders regarding individuals in receipt of social services outside Manitoba.
Destroyed 7 years after closure under FS/CSC 0083.
For Access Authority see Access Guide Number 2665.

Send Applications to Access Guide 2451

MANITOBA FAMILY SERVICES

2684 Family Service/Family Welfare
Social and medical histories, case summaries, temporary contract placement agreements, and dispositions.
Destroyed after 7 years under FS/CSC 0011.
For Access Authority see Access Guide Number 2665.

2685 Homemaker and Day Care Agreements
Agreements and renewals. Names of children, length of agreement and contribution made by parents.
Destroyed 7 years after child reaches age 18 under FS/CSC 0139.
For Access Authority see Access Guide Number 2665.

2686 Regional Review Records, 1977-1979
Summaries of selected cases in each region, and analysis of case loads.
Transfer to Archives after 7 years under FS/CSC 0084.
For Access Authority see Access Guide Number 2665.

2687 **Children's Aid Society of Winnipeg** - Administrative and Program Support Files, 1898-1985
Executive Office, personnel, and financial records.
Transfer to Archives with the exception of financial records which are to be destroyed after 7 years under FS/CSC 0188.

2688 **Children's Aid Society of Winnipeg** - Client Files, 1920-1985
Client histories including foster homes, boarding homes, adoption applications, and adoption homes.
Destroy after 10 years under FS/CSC 0155.
For Access Authority see Access Guide Number 2665.

2689 **Children's Aid Society of Winnipeg** - Absolute Adoptions, 1920-1985
Applications for adoptions, analyses of requests, and resulting decree/order of adoption.
Transfer to Archives following microfilming, under FS/CSC 0156.
For Access Authority see Access Guide Number 2665.

2690 **Children's Aid Society of Winnipeg** - Non-Client Files, 1920-1985
Cases, real or potential, brought to the attention of the Society.
Destroy after 10 years under FS/CSC 0157.
For Access Authority see Access Guide Number 2665.

2691 Group Homes Files
General information (correspondence and reports) respecting the operation of group homes in Manitoba.
Destroyed 7 years after closure under FS/CSC 0143.

2692 Detention Centre Statistics
Monthly record of juvenile residents of Brandon Juvenile Detention and Shelter, Dauphin Correctional, and The Pas Correctional.
Destroyed after 1 year under FS/CSC 0145.

2693 Daily Populations - Manitoba Youth Centre
Daily record of residents of the Manitoba Youth Centre.
Destroyed after current year under FS/CSC 0086.

MANITOBA FAMILY SERVICES

2694 Statistics - Institutions
Name of child, age, person or agency responsible for supervision, placement and discharge dates, absences, number of days in care.
Destroyed after 1 year under FS/CSC 0087.

2695 Monthly Child Welfare Statistics
Statistics regarding the number and status of children and families in receipt of child welfare services.
Destroyed after 10 years under FS/CSC 0088.

2696 Child Welfare Statistics - Accumulative
Annual statistics of all children and families in receipt of services.
Destroyed after 10 years under FS/CSC 0089.

2697 Returned Billings
Child care billings rejected by the Department of Indian and Northern Affairs (Canada). Name of child, reason for billing rejection.
Disposition pending under FS/CSC 0090

2698 Child Maintenance Printouts
Expenditures for the maintenance of children in care by program and by responsibility centre.
Destroyed after 1 year under FS/CSC 0094.

2699 Child Welfare Maintenance Billings
Billings from various child caring agencies for child maintenance payments.
Destroyed after 4 years under FS/CSC 0144.

2700 Big Brothers/Big Sisters Billings
Destroyed after 2 years under FS/CSC 0095.

2701 Information Files
Departmental directives regarding billing procedures and accounting procedures.
Destroyed after 3 years under FS/CSC 0091.

2702 Office Operating Expenses
Requisitions, invoices - accounts payable.
Destroyed after 4 years under FS/CSC 0092.

2703 Voucher Accounting System - S, T-4, V
Destroyed after 2 years under FS/CSC 0093.

2704 Treatment Panel - Minutes, 1974-1984
Record of rehabilitation treatment consultation recommended to the Director of Child Welfare.
Transfer to Archives after 3 years under FS/CSC 0080.

2705 Treatment Panel - Case Files, 1974-1984
Predisposition reports, forensic reports, school reports, committal orders, treatment plans.
Destroy when child reaches age of 18, under FS/CSC 0079.

MANITOBA FAMILY SERVICES

2706 Requests for Voluntary Services
Records of voluntary services to individuals and families.
Destroyed after 4 years under FS/CSC 0015.

2707 CHILD AND FAMILY SERVICES
Child and Family Support
Seven Oaks Youth Centre

Seven Oaks Youth Centre is a provincial facility designated as a place of safety under The Child and Family Services Act. It provides temporary shelter and protection to children, and provides crisis counselling for children in care.

Internal Indexes: Client files arranged alphabetically by date of birth; Office Files - File Plan

Records

2708 Seven Oaks Centre - Office Files
Destroyed after 3 years under FS 0191.

2709 Seven Oaks Centre - Resident Files
Admission and care of children at Seven Oaks. Includes sociological information, police reports, agency reports, psychological reports, and incident reports.
Destroyed 7 years after child reaches 18 years of age under FS 0190.
For Access Authority see Access Guide Number 2665.

2710 Seven Oaks Centre - Staff Attendance Records
Destroyed after 3 years under FS 0192.

2711 Seven Oaks Centre - Medical Records
Examination, diagnosis, and treatment of residents at the Centre including: admittance and history forms, services provided (dental, optometric, forensic, psychiatric) and related notes.
Destroyed 7 year after child reaches the age of 18 under FS 0193.
For Access Authority see Access Guide Number 2665.

2712 Seven Oaks Centre - In-Charge Records
Daily records of admissions, releases, staff schedules, and incidents.
Destroyed after 4 years under FS 0194.
For Access Authority see Access Guide Number 2665.

2713 Seven Oaks Centre - Cottage Logs
Daily events in the Centre residential units including resident behaviour and staff responses.
Destroyed after 4 years under FS 0195.
For Access Authority see Access Guide Number 2665.

2714 Seven Oaks Centre - Inventory Records
Equipment and supplies records including requisitions, purchase orders, and invoices.
Destroyed after 4 years under FS 0196.

MANITOBA FAMILY SERVICES

2715 Seven Oaks Centre - Accounting Records
Voucher Accounting System records, purchase orders, invoices, contracts, budgets, and general ledger.
Destroyed after 4 years with the exception of contracts and year-end financial reports which are destroyed after 6 years under FS 0197.

2716 CHILD AND FAMILY SERVICES
Children's Special Services

Children's Special Services provides program direction, standards, and evaluation for services to disabled children and their families. The program's goal is to reduce the family's dependence on institutional alternatives while enabling the child to remain within the home environment. The services are available through regional offices of Manitoba Family Services and Manitoba Health. Branch funding provides for family support such as Respite Care, child development, supplies and transportation, training, additional care and support for high-need families requiring on-going help to care for their children, and mobile therapy services in certain regions.

Internal Indexes: Office Files - File Key.

Records

2717 Children's Special Services - Office Files
Destroyed after 4 years under FS/CSC 0180.

2718 CHILD AND FAMILY SERVICES
Family Dispute Services

Family Dispute Services is responsible for the following programs: Women's Advocacy, Family Violence, and Women's Resource Centres. The Family Violence Program provides program direction and funding to facilitate the establishment and development of wife abuse agencies.

The Women's Resource Centres provide program direction and funding to facilitate the establishment and development of centres.

Internal Indexes: Office Files - File Key; Program Files - File Key.

Records

2719 Family Dispute Services - Office Files
Destroyed after 4 years under FS/CSC 0181.

2720 Women's Advocacy Program - Client Files
Clients of Women's Advocacy Program including requests for service from the courts, agency, or self; description of offence; case disposition; correspondence with clients and agencies; counsellor's assessment reports; social histories; progress notes.
Transfer to Archives after 8 years under FS/CSC 0179A.

MANITOBA FAMILY SERVICES

2721 CHILD AND FAMILY SERVICES
Family Conciliation

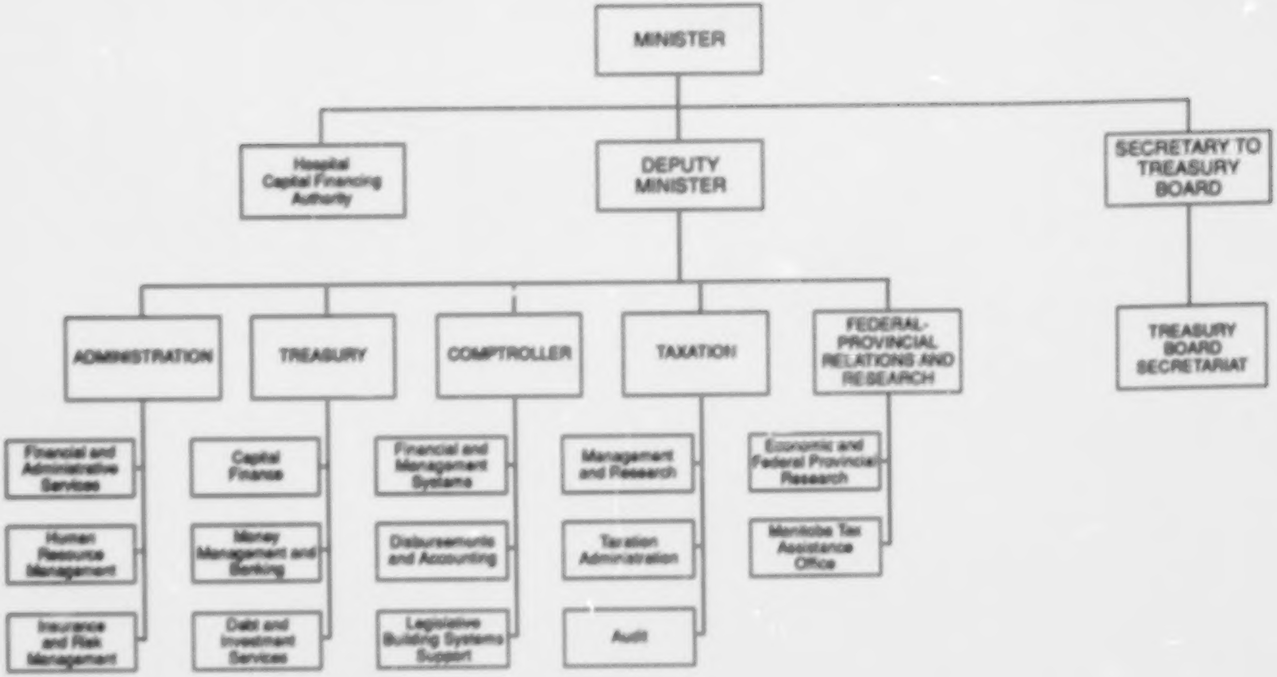
Family Conciliation is the social service component of the Family Division of the Court of Queen's Bench. It assists families and the Court to meet the needs of children when their parents separate or divorce, by providing information and referral, counselling, mediation, court-ordered assessments, and reports.

Records

2722 Family Conciliation Files
Conciliation services to individuals and families including requests for service, case dispositions, counsellors' assessments, client social histories, progress notes, Court orders and closing summaries. Some include only a single contact reference. Services include mediation, court-ordered assessment, referrals and conciliation counselling. Destroyed after 8 years under FS 0229.

2723 Family Conciliation Files, 1973-1984
Statutory and voluntary conciliation services provided to individuals and families. Includes: request for services; registration form; case disposition; worker's recordings, social history; medical, psychiatric, psychological reports; home assessments reports; closing summary. May also include copy of court order.
Destroyed after 20 years, subject to archival selection, under FS/CSC 0118.

FINANCE


MINISTER
Hospital Capital Financing Authority
DEPUTY MINISTER
SECRETARY TO TREASURY BOARD
ADMINISTRATION
TREASURY
COMPTROLLER
TAXATION
FEDERAL-PROVINCIAL RELATIONS AND RESEARCH
TREASURY BOARD SECRETARIAT
Financial and Administrative Services
Human Resource Management
Insurance and Risk Management
Capital Finance
Money Management and Banking
Debt and Investment Services
Financial and Management Systems
Disbursements and Accounting
Legislative Building Systems Support
Management and Research
Taxation Administration
Audit
Economic and Federal Provincial Research
Manitoba Tax Assistance Office

## MANITOBA FINANCE

2800 Manitoba Finance was originally established as the Treasury Department in 1870. It acted under the authority of The Treasury Act until 1969 when the Act was supplanted by two separate statutes: The Financial Administration Act and The Provincial Auditor's Act. The former established the present day Finance Department and the latter created the office of the Provincial Auditor.

The Department is responsible for central accounting, payroll and financial reporting services for the government, and central financial control of cost-shared agreements. It manages the borrowing programs of the government and its agencies, and is responsible for federal-provincial relations.

2801 Applications for access to the records of Manitoba Finance may be sent to the Access Coordinator:

Freedom of Information
Access Coordinator
Manitoba Finance
833 - 405 Broadway
Winnipeg
R3C 3L6
Ph: 945-4319

Arrangements for examining records and for obtaining photocopies may be made through the Access Coordinator.

All government offices are listed by community at the end of the Access Guide green pages.

2802 The Access Officers for Manitoba Finance are:

Assistant Deputy Minister
Administration and Finance
Manitoba Finance
825 - 405 Broadway
Winnipeg
R3C 3L6

Assistant Deputy Minister
Treasury
Manitoba Finance
9 - 450 Broadway
Winnipeg
R3C 0V8

Director
Federal-Provincial Relations
Manitoba Finance
203 - 333 Broadway
Winnipeg
R3C 0S9

## MANITOBA FINANCE

### MINISTER'S OFFICE

Records

2803 Minister - **Office Files**
Transferred to Archives after 7 years, with the exception of internal administrative records which are destroyed after 7 years under F 0088 and F 0089.

2804 **Cabinet** Records
Transferred to Archives after 7 years under F 0087.

### DEPUTY MINISTER

Records

2805 Deputy Minister - **Office Files**
Transferred to Archives after 7 years under F 0077A.

2806 Federal-Provincial Continuing Committee on Fiscal and Economic Matters
Committee agenda and notes, decisions, background material. The Committee is composed of federal and provincial deputy ministers and other officials. It provides a forum to deal with fiscal and economic matters of mutual interest.
Transferred to Archives under F 0078.

2807 Tax Rental Agreements, 1947-1968
Negotiation and analysis of tax rental agreements between the province and the federal government. Tax rental agreements allowed the federal government to collect personal and corporate income tax and to transfer the tax collected back to the province.
Transfer to Archives under F 0080.

2808 Report of Certain Aspects of Liquor Control and Taxation in Five European Countries, 1955-1956
Liquor control and taxation in Europe for the period 1955-1956 including regulations, publications, and field trip notes.
Destroy, **subject to archival selection**, under F 0079.

2809 Post-War Reconstruction Files, 1941-1948
Post-war reconstruction plans for Manitoba including statistics and reports concerning post-war capital works, legislation, town-planning, veterans' issues.
Transfer to Archives under F 0081.

2810 Federal Provincial Conferences, 1935-1970
Provincial analysis of federal-provincial relations and the preparation of Manitoba's positions. Includes briefs, speaking notes concerning social services, tax rentals, minimum wage legislation, health insurance and natural resources.
Transfer to Archives under F 0083.

MANITOBA FINANCE

## 2811 TREASURY BOARD SECRETARIAT

Treasury Board Secretariat provides analytical support to the Minister of Finance and Treasury Board through expenditure management. It analyzes and monitors the financial position of the province, plans and coordinates the review and preparation of annual estimates, and develops and implements processes for longer term expenditure management and program evaluation.

Treasury Board itself is a committee of the Executive Council. It is composed of six members of the Cabinet and is advised by Treasury Board Secretariat. Access Guide entries for the records of Treasury Board are listed under Executive Council.

Expenditure Review develops, implements, coordinates and monitors a long-term expenditure management process, including a program evaluation component to strengthen fiscal management through the examination of program results and effectiveness. The branch is also responsible for the development of the General Manual of Administration.

Fiscal Planning provides information and advice related to the fiscal position of the government of Manitoba as well as overall financial and management issues. It also assists in the development of an annual fiscal plan and related strategy for the government and monitors and analyzes its financial position.

Analytical Units provide financial and analytical support to the Minister of Finance, Treasury Board, Cabinet and other Cabinet committees through assessments of, and recommendations concerning, submissions to Treasury Board and to Cabinet. The branch also provides advice to departments on the development of policy, program and financial guidelines.

### Records

2812 Treasury Board Secretariat - Office Files
Destroyed after 5 years, subject to archival selection of program files (Program/Divisional Files); transferred to Human Resources after closure and unnecessary records destroyed (Employee Files) under F 0145.

2813 Project Files
Research and development of policy for entry in the General Manual of Administration. Concerns may include: remoteness allowance, relocation expenses, employee housing, delegation of authority, travel, telecommunications, clothing, insurance, and monies paid to appointed members of boards, commissions and committees.
Destroyed after 20 years, subject to archival selection, under F 0065.

2814 Cash Flows
Compilation and production of quarterly updates of estimated expenditures and revenues.
Destroyed after 4 years under F 0141.

MANITOBA FINANCE

2815 Agreements (Cost-Shared) Review Files
Copies of signed federal-provincial agreements for reference.
Destroyed after 6 years under F 0142.

2816 Project Review Files
Expenditure information in the form of statistical tables, comparative analyses of departmental expenditures based on quarterly year-end. Project Files may include specific studies of agencies, or issues such as cost-recovery; working papers; documents concerning Treasury Board representation on various committees, and supporting information.
Destroyed after 10 years, **subject to archival selection**, under F 0143.

2817 Resource Allocation Files
Compilation/monitoring of warrant and supplementary funding request, sub-transfers, enabling vote/authority allocations. Orders-in-Council regarding Special Warrant and supplementary funding, memos to departments providing directives.
Destroyed after 12 years under F 0144.

2818 Status Report - Expenditure and Revenue
Internal documentation concerning the preparation of quarterly Financial Status Reports including working papers.
Destroyed after 13 years, **subject to archival selection**, under F 0146.

2819 Quarterly Published Financial Report - Expenditure and Revenue
Financial position of the province comparing the expenditure and revenue actual to plan. Includes expenditure and revenue forecasts, supplement to published quarter report, year-end preliminary unaudited financial report and supplement.
Destroyed after 15 years under F 0147.

2820 **Estimates** Review - Working Documents
**Estimates** review by Treasury Board and Cabinet. Includes selected policy issues and financial guidelines approved by Treasury Board and Cabinet. Also includes a fiscal framework which initiates the estimates process and provides Cabinet with an economic update and forecast. Records include the estimates review presentation, and documents concerning review with senior departmental officials for example, expenditure repriorization tradeoffs, new initiatives, analysis of estimates for presentation to Treasury Board and Cabinet, and Cabinet finalization of **estimates** (decision minutes and summary).
Destroyed after 13 years, **subject to archival selection**, under F 0149.

2821 **Estimates** Review - Instructions and Presentation
Budget guidelines and instructions to departments for preparation of **estimates** include general information/guidelines on the preparation of **estimates** (expenditure and revenue) and departmental submissions of preliminary and final **estimates** for Treasury Board Secretariat review.
Transferred to Archives after 10 years under F 0150.

**MANITOBA FINANCE**

2822 **Estimates** Review - Grants Listing
Departmental grant listing by recipient, purpose and amount (statutory and non-statutory) submitted for Treasury Board Secretariat review. Analysis of the review of the grant listing and summary of grants approved by Treasury Board/Cabinet.
Destroyed after 10 years, **subject to archival selection**, under F 0148.

2823 Public Accounts - Working Papers
Instructions to departments, variance explanations, financial statements, and expenditure and revenue explanations.
Destroyed after 15 years under F 0140.

2824 Finance Reporting - Working Documents (Federal/Provincial)
Analysis of equalization updates and reports to the Financial Data Sub-Committee on specified types of expenditures and revenues. Includes equalization updates, correspondence between federal and provincial governments, and information concerning provincial and municipal revenue derived from various tax bases. The Financial Data Sub-Committee, composed of representatives from all provinces, the territories, the federal government and the Bank of Canada, reviews the forecasts and factors submitted.
Destroyed after 20 years, **subject to archival selection**, under F 0151.

2825 Economic Resources Investment Committee, 1982-1987
Support and operation of the Economic Resources Investment Committee/**Manitoba Jobs Fund** Board including submissions, staff analyses, agendas, and minutes.
Transferred to Archives after 6 years under F 0153.

2826 Economic Resources Investment Committee/**Manitoba Jobs Fund** Secretariat Files
Support and operation of the secretariat including federal-provincial and economic development issues, and planning records.
Transferred to Archives after 6 years under F 0154.

2827 **Manitoba Jobs Fund** Files
Program and administrative files including meeting records, information concerning **estimates** and cash flow, program status reports, statistics, and briefing materials.
Destroyed after 3 years, **subject to archival selection**, under F 0155.

2828 **Treasury Board** Minutes - Copies
Destroyed after 20 years under F 0066.

2829 **Orders-in-Council** and **Orders for Return**
Destroyed after 5 years under F 0067.

2835 Transportation Files
Development, administration and monitoring of the government's policy concerning transportation of its employees. Includes policy matters such as uses of U-drives, personal use of government vehicles, insurance, subsidized mileage, the use of boats, snowmobiles, aircraft and automobiles, and government parking.
Destroyed after 10 years, **subject to archival selection**, under F 0064.

MANITOBA FINANCE

2836 Negotiations and Agreements - M.G.E.A.
Documentation concerning administrative policy as background for negotiating contracts with M.G.E.A. (Manitoba Government Employees' Association).
Destroyed after 5 years under F 0063.

2837 ADMINISTRATION

Administration provides administrative support to the Department and to Treasury Board. It includes Financial and Administrative Services, Human Resource Management, Insurance and Risk Management.

Records

2838 Director - **Office Files**
Destroyed after 5 years under F 0035.

2839 ADMINISTRATION
Financial and Administrative Services

Financial and Administrative Services ensures that all government policies regarding administration and accounting are observed; develops specific procedures to ensure compliance with all authorities; and coordinates the implementation, review and monitoring of results. It supervises the preparation of all vouchers to be processed through the central accounting system, develops effective systems for the **estimates** preparation, and coordinates the production of financial reports for departmental senior management.

Records

2840 Financial and Administrative Services - **Office Files**
Destroyed after 6 years with the exception of contracts which are destroyed 6 years after expiry under F 0101.

2841 Accounting Support - **Computer System**
Destroyed variably under F 0112.

2842 **Vehicle Control**
Destroyed after 4 years under F 0103.

2843 **Voucher Accounting System** - A, E
Destroyed after 4 years under F 0102.

2844 **Voucher Accounting System** - J, M, N, L, Q, T, U and **Payroll System** Reports
Destroyed from a minimum of 2 years to a maximum of 6 years under F 0100.

**MANITOBA FINANCE**

2845 ADMINISTRATION
Human Resource Management

Human Resource Management develops, recommends for approval and implements personnel management policies, practices and procedures. It provides staff development and training services, including the design, development and delivery of departmental courses. The branch also provides the following services: position classification, series reviews, recruitment and selection, employee orientation, labour relations and counselling services. In addition, it provides a payroll service to departmental staff and administers Workplace, Safety and Health Programs, the Affirmative Action Program, and Conflict of Interest Guidelines.

Records

2846 Human Resource Management - Office Files
Destroyed after 3 years under F 0026 and F 0027.

2847 Competition and Waiver of Competition Files
Destroyed after 7 years under F 0029.

2848 Employee Files
Destroyed 60 years after closure under F 0030.

2849 Payroll System Reports
Destroyed after 10 years under F 0031 and F 0033.

2850 Payroll System - Increment Worksheet
Destroyed after 6 years under F 0032.

2851 Unemployment Insurance Records
Destroyed after 6 years under F 0034.

2852 Training Files
Training courses offered to departmental staff.
Destroyed after 3 years under F 0028.

2853 ADMINISTRATION
Insurance and Risk Management

Insurance and Risk Management examines current and proposed government activities in order to recommend and implement risk management programs and to reduce costs due to unexpected losses. It analyzes insurance markets, prepares tender documents and underwriting information, selects quotations, and administers premium payments for the government. The branch also administers insurance-related claims for the government including claims against the province or its employees.

MANITOBA FINANCE

Records

2854 Insurance and **Risk Management** - **Office Files**
Destroyed after 10 years under F 0071.

2855 Operational Files
**Risk management** including identification of risk exposure, implementation of risk transfer methods, and insurance purchasing for the government.
Destroyed after 10 years under F 0073.

2856 Insurance Files
Procurement and management of insurance protection for the government's assets, employees and legal liabilities.
Destroyed after 10 years, **subject to archival selection**, with the exception of those files generated between 1929 and 1980, which are destroyed after 17 years, **subject to archival selection**, under F 0086.

2857 Liability Insurance Policies
Liability insurance administered by the branch. Includes coverage against the government's legal liability for bodily injury or property damage to third parties, and/or their property.
Destroyed after 20 years under F 0085.

2858 Claim Files
Monitoring and settlement of insurance claims against the Crown including incident reports, correspondence with lawyers, insurance agencies, **statements of claim**, statements of defence, **examinations for discovery**, and photographs.
Destroyed after 5 years and destroyed after 20 years (claims involving children under the age of 18) under F 0070.

2859 Administrative Support - **Computer System**
Administration of the government's insurance and **risk management** responsibilities including the values of government buildings, contents, stock, and vehicles; listing of claims; insurance premiums; and policies for renewal.
Continuously updated (electronic file), destroyed after a minimum of 1 year to a maximum of 10 years (input and output) with the exception of the annual list of buildings and content value which is transferred to the Archives after 10 years under F 0072.

2860 TREASURY

Treasury Division manages the borrowing programs of the government and its agencies. It manages the cash resources of the government and makes investments on its behalf. The Division also services the debt of the Government and its investment activities. It includes Capital Finance, Money Management and Banking, Debt and Investment Services.

MANITOBA FINANCE

Records

2861 Assistant Deputy Minister - Office Files
Destroyed after 5 years under F 0167.

2862 Personnel Administration
Division personnel administration including employee appraisals, position descriptions, and benefits and training information.
Destroyed after 5 years under F 0168.

2863 TREASURY
Capital Finance

Capital Finance provides funds to Crown corporations as required and maintains the records of the government's investment in Crown corporations. It maintains and administers the debt records of the Government and Crown corporations and administers all sinking funds.

2864 TREASURY
Money Management and Banking

Money Management and Banking prepares cash flow projections for the government and manages the government's cash resources. It provides a short-term investment and borrowing facility for the government and its agencies, and advises departments and agencies respecting their banking arrangements and money management.

Records

2865 Money Management and Banking - Office Files
Destroyed after 8 years under F 0036.

2866 Banking Management Files
Management of the government's banking structure including negotiation of contracts; advice to departments concerning banking arrangements; documentation of the opening, closing, changing of accounts; agreements and contracts with the government's primary bankers.
Destroyed after 8 years under F 0040.

2867 Money Management - Computer System
Management of the cash resources of the government, and investment and borrowing decisions based on money market conditions. Includes investment portfolio and trust account statistics, consolidated report of all government bank accounts, U.S. dollar purchases, accounts receivable, overdue reports, and correspondence concerning accounts receivable and payable.
Destroyed after 11 years (input and output) under F 0037.

## MANITOBA FINANCE

2868 Cash Flow Projection and Analysis Files - **Computer System**
Provincial cash flow projection and estimated borrowing, financial status report, daily bank reports, correspondence with departments.
Destroyed after 9 years (cash flow); destroyed after 5 years (variance reports) under F 0038A.

2869 Trust Account Management Files
Administration of the receipt, disbursement, and payment of interest on trust funds on deposit with the Minister of Finance from Crown corporations and agencies.
Destroyed after 6 years (input and output); continuously updated (electronic file) under F 0041.

2870 Central Receipt Files
All cash deposits to the main provincial bank account, and the administration of the distribution, redeposit and reconciliation of cheques returned by the bank.
Destroyed after 9 years with the exception of the provincial cash book which is transferred to the Archives under F 0039.

## 2871 TREASURY
### Debt and Investment Services

Debt and Investment services the government's debt and investments as well as those of its agencies. It monitors foreign exchange markets and arranges the purchase or sale of foreign currency required in servicing the debt (payment of interest on debt), and in converting proceeds of new issues (conversion of borrowed foreign monies to Canadian dollars). It also provides a securities safekeeping operation for government departments and agencies.

#### Records

2872 Capital Finance - **Office Files**
Destroyed after 4 years under F 0161.

2873 Operational Files
Branch operations including files for advances and financial transactions with government loan programs and other entities, and files for advances and investments in Crown corporations. Provincial debt files include reports on capital markets, analyses of Canada Pension Plan borrowings, correspondence with rating agencies, and working papers concerning debt information for publications and prospectuses.
Destroyed 6 years after closure under F 0164.

2874 Debenture Issue Files
Evidence of debentures issued by the province including prospectus or offering Memorandum; correspondence between the province and the underwriters, legal counsel and printers; closing documents and legal agreements such as terms of agreement, underwriting agreement, and certificates.
Destroyed 6 years after maturity of the debenture issue under F 0158.

## MANITOBA FINANCE

2875 **Capital Authority Ledger**
Outstanding borrowing authority provided by various appropriation and loan acts.
Transferred to Archives 5 years following total abatement of capital authority under F 0159.

2876 **Ledgers (Direct, Guaranteed Debt, Synoptic)**
Transactions and terms of Manitoba's debt and of the debt issued by other entitities, but guaranteed by the province.
Transferred to Archives 5 years after retirement of debt under F 0160.

2877 **Advance Authority Ledger**
Non-fixed term advances as well as Orders-in-Council enabling advances to the various government agencies.
Transferred to Archives after 10 years under F 0162.

2878 **Sinking Fund Files**
Administration (cash flows/status reports) of provincial sinking funds including those of Manitoba's Crown corporations. Sinking funds are allocations or contributions of monies to be used for the retirement and/or management of outstanding debt.
Destroyed after 5 years under F 0166.

2879 **Manitoba Properties Inc. Files**
All transactions undertaken by Manitoba Properties Inc. together with all corporate agreements. Includes working papers, synoptic and general ledger.
Transferred to Archives 4 years after liquidation of the company under F 0163.

2880 **Treasury Bills (Cancelled)**
Treasury bills (short-term investment instruments) issued by the province and made payable to bearer.
Destroyed 6 years after maturity date under F 0044.

2881 **Debentures (Cancelled)**
Registered coupon debentures (investment instruments) issued by the province.
Destroyed 6 years after maturity date under F 0046.

2882 **Savings Bonds (Cancelled)**
Registered savings bonds (cancelled) issued by the province.
Destroyed 6 years after maturity date under F 0047.

2883 **Correspondence Files**
Correspondence with banks, investment dealers, Crown corporations and Crown agencies, and other departments concerning the servicing of debt (payment of interest on debt) and investments of the province of Manitoba.
Destroyed after 2 years under F 0045.

MANITOBA FINANCE

2884 Coupons
Province of Manitoba coupons attached to debentures indicating maturity date and interest to be paid.
Destroyed 6 years after maturity date under F 0042.

2885 **Voucher Accounting System** - A
Destroyed after 4 years under F 0043.

2886 **Employee Files**
Transferred to Human Resources after closure and unnecessary records destroyed under F 0165.

2887 COMPTROLLER

The Comptroller's Division provides central accounting, payroll and financial reporting services for the government, and central financial control of cost-shared agreements. It develops government-wide financial systems, policies and procedures, and provides policy advice concerning financial and management systems. It coordinates, develops and maintains departmental data processing systems, and provides direction to the government on the effective use of information systems technology. It includes Financial and Management Systems, Disbursements and Accounting, and Information Systems Support.

Records

2888 Comptroller - **Office Files**
Destroyed after 5 years under F 0076.

2889 Financial Management and Accounting Files
Development and monitoring of the government's financial management and accounting policy and practices including catalogue of financial systems, evaluation of the estimates process, audit of federal contributions, and quarterly forecast of monthly expenditures.
Destroyed after 10 years under F 0075.

2890 Branch Directors - **Employee Files**
Transferred to Human Resources after closure and unnecessary records destroyed under F 0074.

2891 COMPTROLLER
Financial and Management Systems

Financial and Management Systems prepares management policy guidelines and financial administration information policy circulars for the government. It prepares and maintains the Financial Administration Manual and the Management Practices Guide, and provides training seminars and advice to departments on financial and management systems. The branch coordinates the audit requirements to some Crown corporations and develops and maintains electronic data processing systems for the Department. It also implements recommendations made by the Provincial Auditor regarding departmental audit concerns.

MANITOBA FINANCE

Records

2892 **Financial and Management Systems - Office Files**
Destroyed after 6 years with the exception of reference files which are destroyed after 7 years under F 0048 and F 0049 respectively.

2893 **Project Files**
Development, monitoring and evaluation of the government's financial management policies, procedures and systems, as well as the coordination of electronic systems in the department.
Destroyed 10 years after completion of project, **subject to archival selection**, under F 0050.

2894 **Orders-in-Council**
Destroyed after 2 years under F 0025.

2895 COMPTROLLER
Disbursements and Accounting

Disbursements and Accounting processes requests for the expenditure of government funds through the central accounting system. The branch is responsible for the payment of salaries and wages to provincial employees, on a bi-weekly basis (**Payroll System**), and prepares regular reports for each government department accounting for all its disbursements (**Voucher Accounting System**). It also maintains a central record of federal-provincial agreements for cost-shared programs, and provides advice and recommendations regarding financial matters to agreement draftspersons.

Records

2896 **General Ledger System - Computer System**
The **General Ledger System** is used by the Department of Finance to record assets and liabilities, as well as receipts and disbursements to and from the Consolidated Fund. While all expenditure transactions are entered into the **General Ledger** from the **Voucher Accounting System**, receipt transactions and other postings are entered directly into the **General Ledger**. For a description of those elements of the system which are received or generated by government departments, consult the Access Guide Glossary of Terms.
Continuously updated (electronic file), destroyed after a minimum of 2 years to a maximum of 7 years (input), destroyed after 2 years with the exception of the year to date general ledger detail report and the yearly general detail report which are transferred to Archives after 2 and 7 years respectively under F 0107.

MANITOBA FINANCE

2897 **Payroll System - Computer System**
The Payroll System is used by the Department for the payment of government employees' salaries and wages. It is also used for the payment of remuneration to Members of the Legislative Assembly and appointees of provincial boards. It is the principal system for reporting earnings and deductions. For a description of those elements of the system which are received or generated by government departments consult the Access Guide Glossary of Terms.
Continuously updated (electronic file); destroyed variably (input and output) under F 0052.

2898 **Voucher Accounting System**
Information regarding the processing of all payments made by the province of Manitoba. The Voucher Accounting System is used by Manitoba Finance for the payment of accounts other than employees salaries and wages. It is the principal accounting system for withdrawals from the Consolidated Fund. For a listing of components distributed to government departments consult the 'Glossary of Terms and Titles' under the heading **Voucher Accounting System.**
Various dispositions under F 0108.

2899 **Voucher Accounting System** - A
Payment vouchers used to initiate the issue of all cheques by the government (other than employees salaries and wages) and to provide the accounting details of the transaction.
Destroyed after 7 years under F 0010.

2900 Peripheral Management Documents - **Voucher Accounting System**
Administrative and accounting documents used to support the **Voucher Accounting System.**
Destroyed variably under F 0109.

2901 Cost Shared Agreements Claiming System - **Computer System**
Destroyed variably under F 0121.

2902 Peripheral Management Documents - Payroll System to 1984.
Administrative and accounting documents used to support the old Payroll System used to 1984.
Destroyed variably under F 0105.

2903 **Accountable Advance** Records
Destroyed after 6 years under F 0157.

2904 Cheques - Paid Items
Cheques issued by the government and cashed. Includes cancelled payroll, social allowance, Manitoba 55 Plus, and general disbursement cheques.
Destroyed after 7 years under F 0003.

2905 Cheques Issued Registers
Chronological and numerical cross referencing of cheques cashed and cheques outstanding for bank reconciliation purposes.
Destroyed after 6 years under F 0156.

MANITOBA FINANCE

2906 **Garnishing Orders**
Garnishing orders serviced on government for its employees and suppliers. Includes maintenance orders.
Destroyed 6 years after expiry under F 0024.

2907 **Treasury Board** Minutes
Destroyed after 2 years under F 0023.

2908 **Day Copies**
Destroyed after 2 years under F 0022.

2909 **Records Authority Schedules**
Destroyed once minutes of meeting are approved under F 0021.

2910 Cost Shared Agreements - Personnel Files
Upon termination of employee, required records transferred to Personnel branch and unnecessary records destroyed under F 0120.

2911 COMPTROLLER
Information System Support

Information System Support provides advice to **Treasury Board** on information systems technology issues, develops strategies and related policies, procedures and guidelines, and monitors compliance. It also increases the understanding of information technologies and of their applications within government policies, procedures, and guidelines.

Records

2912 Information Systems Support - **Office Files**
Destroyed after 5 years under F 0128.

2913 Departmental System Plan Files
Data processing expenditures by fiscal year. Includes correspondence with departments/Crown agencies requesting annual plans, clarification, and final documentation of plans for fiscal year computer expenditures.
Destroyed after 4 years, **subject to archival selection**, under F 0131.

2914 Project Files
Studies requested by departments/
Crown agencies including any background of similar studies undertaken elsewhere. Correspondence with vendors and/or consultants, final reports and analyses of the area of interest including working notes, and drafts.
Destroyed after 2 years, **subject to archival selection**, under F 0127.

2915 Data Processing Review Committee Files, 1980-1983
Support to Data Processing Review Committee which advised Treasury Board as to the application of computer technology within the government. Includes minutes, agenda, support files, correspondence between departments, crowns, agencies and vendors leading to decisions concerning the application of computers in the provincial government.
Destroy, **subject to archival selection**, under F 0130.

MANITOBA FINANCE

2916 **Accounts Payable** Records
Destroyed after 4 years under F 0129.

2917 **TAXATION**

Taxation Division is responsible for all provincial taxation statutes with the exception of The Income Tax Act which is administered by Federal-Provincial Relations and Research.

The Division is in the process of structural re-organization. The new framework will include three branches: Management and Research, Taxation Administration, and Audit.

Records

2918 Taxation - **Office Files**
Destroyed after 4 years under F 0179.

2919 Assistant Deputy Minister - Project Files
Background material relating to the development and revision of various acts and their regulations. Acts include: The Retail Sales Tax Act, The Revenue Act, The Tobacco Act, The Gasoline Tax Act, The Mining Tax Act, The Motive Fuel Tax Act, The Oil and Gas Production Act, The Pari-Mutuel Tax Act, The Corporation Capital Tax Act and The Health and Post Secondary Education Tax Levy Act.
Destroyed after 7 years under F 0180.

2920 TAXATION
Retail Sales Tax

Retail Sales Tax maintains an updated tax roll, develops and operates systems to record and control tax remittances and process refunds. It advises tax collectors and taxpayers concerning the interpretation of tax law, remittance procedures and other requirements of The Retail Sales Tax Act and associated regulations. The branch inspects and audits the records of tax collectors and taxpayers, assesses for unpaid taxes, collects tax arrears, and prosecutes for offences under The Retail Sales Tax Act. It recommends policy change options and possible amendments to the legislation, as well as evaluates the administrative and revenue implications of changes being considered by the government.

Records

2921 Retail Sales Tax - **Office Files**
Destroyed after 5 years under F 0126.

2922 Retail Sales Tax Processing Files
Processing of monies collected and refunded under The Retail Sales Tax Act.
Destroyed after a minimum of 2 years to a maximum of 7 years under F 0122.

**MANITOBA FINANCE**

2923 Project Files
Specific issues arising under The Retail Sales Tax Act including development and revision of the Act and its Regulations, special studies concerning retail sales tax, correspondence with businesses relating to interpretation of the Act.
Destroyed 7 years after the interpretation has become redundant under F 0125.

2924 Completed Succession Duty Returns, 1914-1977
Returns filed under The Succession Duty Act and releases issued. The Act required that the executor or executrix of an estate file a succession duty return including information concerning the valuation of the estate. The Act was suspended with respect to persons deceased after 10 October 1977.
Transferred to Archives after 50 years under F 0002.

2925 Completed Gift Tax Returns, 1914-1977
Tax Returns under the The Gift Tax Act and releases issued. The Act required that Manitoba residents in receipt of gifts in excess of certain amounts file returns and pay tax. The Act was suspended with respect to gifts made after 10 October 1977.
Transferred to Archives after 50 years under F 0001.

2926 TAXATION
Mining and Use Taxes

Mining and Use Taxes is responsible for the following statutes: The Mining Tax Act, The Oil and Gas Production Tax Act, The Gasoline Tax Act, The Motive Fuel Tax Act, The Tobacco Tax Act, The Pari-Mutuel Tax Act, The Revenue Act.

The branch records and controls tax remittances and processes refunds and competition assistance grants. It inspects and audits the records of tax collectors and taxpayers, conducts investigations into the illegal smuggling of tobacco products and fuels, and prosecutes for offences under the Acts for which it is responsible. The branch recommends policy change options and legislative amendments, and evaluates the administrative and revenue implications of changes being considered by the government.

Records

2927 Director - Office Files
Destroyed after 7 years under F 0004A.

2928 Internal Administration Files
Marketing and consumer sales summaries, volumetric statistics, attendance reports, refund summaries and rejected refund applications.
Destroyed after 2 years under F 0016.

MANITOBA FINANCE

2929 Dealers' Licences - Tobacco, Gasoline, Motive Fuel
Applications for licences to retail tobacco, gasoline, and motive fuel. May also include staff compliance reports.
Destroyed 3 years after termination of licence under F 0012.

2930 Motive Fuel Off-Highway Permit Files
Applications for permits to purchase motive fuel at a reduced rate of tax for use in off-highway equipment.
Destroyed after 3 years under F 0017.

2931 Motive Fuel Tax Act - Collectors' Returns
Returns collected under The Motive Fuel Tax Act. Including amount of fuel purchased, amount sold and tax rates.
Destroyed after 6 years under F 0015A.

2932 Gasoline Tax Act - Collectors' Returns
Returns collected under The Gasoline Tax Act. Includes amount of fuel purchased and amount sold.
Destroyed after 6 years under F 0014A.

2933 Manitoba Tobacco Act Files
Returns collected under The Manitoba Tobacco Act. Information concerning wholesalers including schedule of tobacco products purchased, application of tax, and amount of remittance. Data includes tax on tobacco products for manufacturers' use including promotional and other samples.
Destroyed after 6 years under F 0008A.

2934 Motive Fuel Tax Act Files
Collection of motive fuel taxes.
Destroyed after 6 years under F 0005A.

2935 Mineral Acreage Tax Act Records, 1974-1977
Province-wide inventory, extracted from Land Titles Offices, of mineral rights holders from the late 19th century to the mid 1970s. Includes names of owners of mineral rights, locations and taxes paid.
Transfer to Archives under F 0007.

2936 TAXATION
Corporation Capital Tax/Health and Post Secondary Education Levy

Corporation Capital Tax is responsible for The Corporation Capital Tax Act, and The Health and Post-Secondary Education Tax Levy Act.

The branch maintains tax rolls, controls tax remittances, and processes refunds. It advises tax collectors concerning the legal interpretation of the remittance procedures and other statutory requirements. The branch inspects and audits the records of taxpayers, assesses for unpaid taxes, collects tax arrears and prosecutes for offences under both statutes.

MANITOBA FINANCE

Records

2937 **Corporation Capital Tax/Health and Education Tax Levy - Office Files**
Destroyed after 5 years under F 0055.

2938 **Director - Office Files**
Destroyed after 7 years under F 0053.

2939 **Health and Education Tax Account - Files**
History of accounts under The Health and Post-Secondary Education Tax Levy Act including correspondence between taxpayer and his or her representative concerning the account, account adjustments, audit working papers, and reports. Tax is collected from permanently established employers in Manitoba.
Destroyed 10 years after closure of account under F 0056.

2940 **Health and Education Tax Account - Computer System**
Control and monitoring of the Health and Education Tax Levy.
Destroyed after a minimum of 1 month to a maximum of 20 years under F 0057.

2941 **Health and Education Tax Account Systems Verification Documents**
Manual verification of Health and Education Tax Accounts System (Schedule F 0057). Includes monthly reconciliation reports and ledgers
Destroyed after 7 years under F 0106.

2942 **Health and Education Tax Account - Accounts Receivable**
Destroyed after 7 years under F 0171.

2943 **Corporation Capital Tax Act - Files**
Histories of tax accounts including financial reports, statements and audit working statements.
Destroyed after 10 years under F 0018.

2944 **Corporation Capital Tax - Computer System**
Control and monitoring of Corporation Capital Tax collection.
Destroyed after a minimum of 1 year to a maximum of 20 years under F 0058.

2945 **Corporation Capital Tax - Returns**
Corporation capital tax returns including calculation of taxable capital and capital tax payable.
Destroyed after 12 years under F 0019.

2946 **Employee Files**
Transferred to Human Resources after closure and unnecessary documents destroyed under F 0054.

## 2947 FEDERAL-PROVINCIAL RELATIONS AND RESEARCH

Federal-Provincial Relations and Research provides research support concerning national and provincial fiscal and economic matters and

2947 contd inter-governmental financial relations, including cost-shared programs. The division administers fiscal arrangements and tax collection agreements with the federal government and administers tax credit programs with the federal government and municipalities. The division includes Economic and Fiscal Analysis and the Manitoba Tax Assistance Office.

Records

2948 Federal-Provincial Relations and Research - **Office Files**
Destroyed after 4 years under F 0135.

2949 **Employee Files**
Transferred to Human Resources after closure and unnecessary records destroyed under F 0136.

2950 FEDERAL-PROVINCIAL RELATIONS AND RESEARCH
Economic and Fiscal Analysis

Economic and Federal-Provincial Research provides advice and policy analysis concerning a broad range of economic and fiscal matters including taxation and expenditure policies. It advises on policies relating to federal-provincial fiscal and economic relations and administers The Income Tax Act (Manitoba), The Federal-Provincial Fiscal Arrangements and Established Programs Financing Act (Canada), and tax collection agreements with the federal government. The branch also administers tax credit programs with the federal government and municipalities.

Records

2951 Federal-Provincial Agreements Files
Preparation and monitoring of various federal-provincial agreements. Includes correspondence between federal and provincial governments, drafts and signed originals of various federal-provincial agreements, and working papers respecting fiscal and economic agreements between governments.
Destroyed 12 years after expiry under F 0133.

2952 Project Files
Research support and fiscal advice to Manitoba Finance and other departments. Includes correspondence between government departments, reports, working papers, analytical projections respecting taxation procedures, budget address (preparatory and final version) and major government policies.
Destroyed after 15 years, **subject to archival selection**, under F 0132.

2953 Briefing Books
Briefing information concerning various fiscal and economic matters for the Minister of Finance. Includes background studies, speeches, policy statements, news releases which reflect government policy on fiscal and economic matters.
Transferred to Archives after 15 years under F 0134.

**MANITOBA FINANCE**

2954 Library Administration Files
Library expenditures including orders, invoices, lists of publications received.
Destroyed after 4 years under F 0137.

2955 FEDERAL-PROVINCIAL RELATIONS AND RESEARCH
Manitoba Tax Assistance Office

The Manitoba Tax Assistance Office provides information to taxpayers claiming property tax assistance and cost of living credits, and administers these programs in cooperation with Revenue Canada. It provides assistance in the administration of the Pensioners' School Tax Assistance Program, the Manitoba Income Tax Refund Discounting legislation and Farmers' School Tax Assistance Program.

Records

2956 Pensioners' School Tax Refunds - Applications
Applications from pensioners for refund of taxes under the Pensioners' School Tax Assistance Program. Includes name, property description, and calculation of refund.
Destroyed after 1 year under F 0059.

2957 Farm School Tax Assistance Applicants
Applications from operators of farmland to the Special Farm School Tax Assistance Program. The Program provides partial refunds of school taxes on farmland to eligible applicants. Files include applications (name, property description) and refund calculations.
Destroyed after 6 years under F 0116.

2958 Capital Gains Refund Files, 1983-1986
Applications from farmers for refund of provincial taxes. Files include applications, income tax returns, and refund calculations. The program refunds taxes paid as a result of capital gains realized on the sale of farm land. It has been largely superseded by federal legislation concerning the taxibility of capital gains.
Destroyed after 6 years under F 0115.

2959 Tax Rebate Discounting Schedules
Tax Rebate discounting forms/schedules received from Consumer and Corporate Affairs (Canada).
Destroyed after audit under F 0114.

2960 **Pensioners' School Tax Assistance Program** - Verification and Documentation of Payments
Benefits to clients for verification including names and addresses of applicants, property descriptions, benefits paid or owing.
Destroyed after 4 years under F 0169.

2961 Verification Documents Taxes
Property taxes due and provincial credits owing under the **Resident Homeowners Tax Assistance Program.**
Destroyed after 4 years under F 0170A.

MANITOBA FINANCE

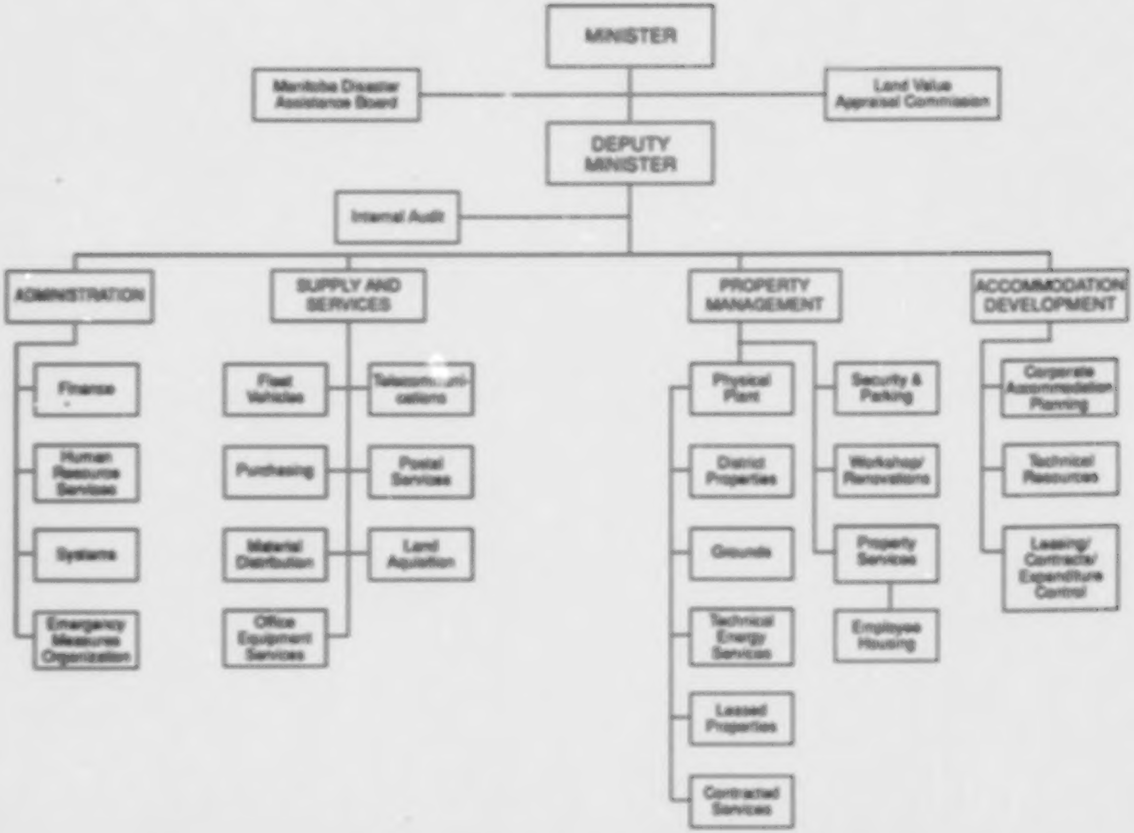
2962 Deposit Records
Monies received and deposited.
Destroyed after 2 years under F 0113.

2963 **Employee Files**
Transferred to Human Resources after closure and unnecessary records destroyed under F 0117.

2964 Receipt Books
Repayments of benefits from ineligible clients of the Pensioners' School Tax Assistance Program and the Resident Homeowners' Tax Assistance Program.
Destroyed after 7 years under F 0061.

2965 **Invoices**
Destroyed after 1 year under F 0062.

## GOVERNMENT SERVICES


MINISTER
Manitoba Disaster Assistance Board
Land Value Appraisal Commission
DEPUTY MINISTER
Internal Audit
ADMINISTRATION
Finance
Human Resource Services
Systems
Emergency Measures Organization
SUPPLY AND SERVICES
Fleet Vehicles
Telecommunications
Purchasing
Postal Services
Material Distribution
Land Aquisition
Office Equipment Services
PROPERTY MANAGEMENT
Physical Plant
District Properties
Grounds
Technical Energy Services
Leased Properties
Contracted Services
Security & Parking
Workshop/ Renovations
Property Services
Employee Housing
ACCOMMODATION DEVELOPMENT
Corporate Accommodation Planning
Technical Resources
Leasing/ Contracts/ Expenditure Control

## MANITOBA GOVERNMENT SERVICES

3050 Manitoba Government Services was established as the Department of Public Works in 1871 and received its current title during the 1969-1970 fiscal year. The Department provides support services to all Manitoba government departments, and some agencies, boards, and commissions. These services include: the planning, design, acquisition, construction, and management of government-owned and leased properties; and the acquisition, supply and management of common commodities and services such as fleet vehicles, purchasing, office equipment, inventory management, telecommunications and postal services.

Internal Indexes: Manitoba Government Services Client Services Manual and Administrative Services Manual.

3051 Applications for access to the records of Manitoba Government Services may be sent to the Access Coordinator:

Freedom of Information
Access Coordinator
Manitoba Government Services
15th floor, 405 Broadway
Winnipeg
R3C 3L6
Ph: 945-4099

Arrangement for examining records and for obtaining photocopies may be made through the Access Coordinator.

All government offices are listed by community at the end of the Access Guide green pages.

3052 The Access Officers for Manitoba Government Services are:

Deputy Minister
Manitoba Government Services
Room 143, 450 Broadway
Winnipeg
R3C 0V8

Executive Director
Administration
15th floor, 405 Broadway
Winnipeg
R3C 3L6

### MINISTER'S OFFICE

Internal Indexes: Office Files - File Plan.

MANITOBA GOVERNMENT SERVICES

Records

3053 **Minister - Office Files**
Transferred to Archives after 5 years under GS 0123.

MINISTERIAL RESPONSIBILTIES

3054 LAND VALUE APPRAISAL COMMISSION

The Land Value Appraisal Commission determines and certifies due compensation for the acquisition of land by any designated authority with a power of purchase or expropriation under The Expropriation Act. The Commission reports directly to the Minister.

Internal Indexes: Land Owners' Files - Nominal Index.

Records

3055 Minutes and Reasons
Record of Commission hearings and decisions.
Transferred to Archives after 10 years under GS 0198.

3056 Landowners' Files
Matters brought before the Commission in order to determine compensation. Includes hearing requests, notices, newspaper advertisements, correspondence, appraisal reports, hearing exhibits, certificates of due compensation, minutes, and reasons and transcripts for contentious matters.
Destroyed after 20 years under GS 0152.

3057 Location Plans for Department of Highways Projects
Right-of-way projects proposed by Manitoba Highways.
Destroyed following completion of project under GS 0197.

3058 Commission Expenditure Records
Administrative expenditures of the Commission.
Destroyed after 4 years under GS 0151.

3059 **Voucher Accounting System - S, T, V**
Destroyed after 6 years under GS 0196.

3060 MANITOBA DISASTER ASSISTANCE BOARD

The Manitoba Disaster Assistance Board responds to damages resulting from civil disasters. The Board makes policy recommendations concerning disaster assistance, responds to disaster assistance claims, and reports on disaster assistance matters.

Internal Indexes: **Office Files - File Plan.**

## MANITOBA GOVERNMENT SERVICES

Records

3061 **Manitoba Disaster Assistance Board - Office Files**
Transferred to Archives after 4 years under GS 0105.

3062 Applications for Assistance Files
Applications for assistance, inspectors' reports, schedule of allowances, copies of cheque requisitions, award letters, correspondence with claimants. Includes cancelled awards and rejected applications. Transferred to Archives after 10 years under GS 0103.

3063 Audit Program Files
Audit of Board expenses and compensation awards.
Destroyed after 6 years under GS 0104.

3064 Posted Awards Letters - Copies
Awards letters and supplementary awards letters.
Destroyed after 4 years under GS 0107.

3065 Time Sheets and Expense Records
Staff attendance and expenses.
Destroyed after 50 years (pre-1983 records) and after 10 years (post-1983 records) under GS 0106.

3066 **Voucher Accounting System** - A, B
Destroyed after 4 years under GS 0108.

3067 **Payroll System** - J
Destroyed after 50 years under GS 0219.

### DEPUTY MINISTER

Internal Indexes: **Office Files** - File Plan.

Records

3068 Deputy Minister - **Office Files**
Transferred to Archives after 5 years under GS 0082A.

### 3069 ADMINISTRATION

Administration provides administrative support services to the Department, and planning, training, and coordination of civil emergencies within the province. The division includes Finance, Human Resource Services, Systems, and the Emergency Measures Organization. The Division also provides administrative support to Internal Audit.

Records

3070 Executive Director - **Office Files**
Destroyed after 5 years under GS 0083.

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3071 Management Support - Office Files
Destroyed after 10 years under GS 0056.

3072 Project Files
Project reports and correspondence regarding systems development, policy analysis, and program evaluation.
Transferred to Archives 10 years after closure, subject to archival selection, under GS 0057.

3073 Commitment Accounting Files
Branch requisitions, invoices (accounts payable), purchase orders, fixed costs, and contracts.
Destroyed after 4 years under GS 0079.

3074 ADMINISTRATION
Finance

Finance provides accounting, financial reporting, budget coordination, and various administrative services to departmental programs and management as well as to the Office of the Lieutenant-Governor under The Government House Act. Under the requirements of The Financial Administration Act, the branch coordinates management information systems and interprets the directives and regulations of Manitoba Finance.

Records

3075 Finance - Office Files
Destroyed after 2 years under GS 0025.

3076 Financial Records - Voucher Accounting System
Destroyed after 1 to 6 years under GS 0230.

3077 Estimates
Transferred to Archives after 5 years under GS 0006.

3078 Budget Working Papers
Destroyed after 5 years under GS 0005.

3079 Client/Consultant Agreement
Contracts and payments for architectural and engineering services
Destroyed 2 years after final payment date under GS 0199.

3080 Federal Sales Tax Claims - Miscellaneous
Refunds of federal sales tax paid minor contracts, labour, and material.
Destroyed after 7 years under GS 0003.

3081 Federal Sales Tax Claims
Copy of contract, Voucher Accounting System - A, Federal Sales Tax Claim Form.
Destroyed after 7 years under GS 0004.

MANITOBA GOVERNMENT SERVICES

3082 Canada-Manitoba Shared Cost Agreements
Expenditures eligible for cost-sharing under federal-provincial agreements.
Destroyed after 7 years under GS 0024.

3083 Financial Reports
Monthly reports from branches showing the current financial status of funds voted, commitments, actual expenditures- to-date and remaining spending authority.
Destroyed after 1 year under GS 0016.

3084 Inventories
Destroyed after 3 years under GS 0018.

3085 Vehicle Control - Mileage Reports
Destroyed after 4 years under GS 0020.

3086 Vehicle Control - Assigned Vehicle Sheets
Destroyed after 1 year under GS 0021.

3087 Lease Summary Forms - Expired
Name and address of landlord, term of lease, monthly payments, area of occupancy, occupying department, party responsible for maintenance.
Destroyed after 2 years under GS 0027.

3088 Utility Ledgers
Hydro, fuel, and water consumption in buildings owned and maintained by the Department.
Destroyed after 2 years under GS 0041.

3089 Construction Orders Tenders
Location and nature of work, value of contract, list of firms bidding on the project.
Destroyed after 4 years under GS 0013.

3090 Sub-Appropriation Transfers
Destroyed after 5 years under GS 0012.

3091 Cash Books
Transferred to Archives after 2 years under GS 0040.

3092 Receipts
Destroyed after 7 years under GS 0026.

3093 Revenue Ledgers
Destroyed after 6 years under GS 0113.

3094 Invoices - Accounts Receivable
Destroyed after 7 years under GS 0017.

3095 Purchase Orders and Requisitions
Destroyed after 4 years under GS 0022.

MANITOBA GOVERNMENT SERVICES

3096 **Voucher Accounting System** - R
Destroyed after 5 years under GS 0081.

3097 Cash Flow Files
Quarterly cash flows, commitment ledgers and reports and cash flow correspondence.
Destroyed after 4 years under GS 0227.

3098 ADMINISTRATION
Human Resource Services

Human Resource Services provides for **Affirmative Action**, human resource planning, training and development, job analyses and evaluations, counselling, labour relations, pay and benefits administration, and occupational health and safety.

Records

3099 **Employee Files**
Destroyed after 50 years under GS 0071.

3100 **Competition Files**
Destroyed after 6 years under GS 0068.

3101 **Position Files**
Destroyed after 5 years after closure under GS 0067.

3102 **MEIS** - Increment Worksheets
Destroyed after 1 year under GS 0088.

3103 **MEIS** - Budgeted Staff Year Reports
Destroyed after 5 years under GS 0070A.

3104 **MEIS** - Employee Record
Destroyed once updated under GS 0086.

3105 **MEIS** - Fiscal Year-End Worksheets
Destroyed after 5 years under GS 0069.

3106 **Payroll System** - Input
Destroyed after 1 year under GS 0087.

3107 **Payroll System** - Payroll Deduction and Other Earnings
Destroyed after 7 years under GS 0091A.

3108 **Payroll System** - Registers
Destroyed after 7 years under GS 0073.

3109 **Payroll System** - Payroll Positive Time Reports
Destroyed after 7 years under GS 0074A.

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3110 **Payroll System** - Earnings History Report
Destroyed after 5 years (quarterly reports); destroyed after 3 months (bi-weekly reports) under GS 0075A.

3111 **Payroll System** - Deductions Other Earnings
Destroyed after 4 years (quarterly reports); destroyed after 3 months (bi-weekly reports) under GS 0120.

3112 **Payroll System** - Department Employee Listing
Destroyed after 5 years under GS 0119.

3113 **Payroll System** - U.I.C. Register
Destroyed after 6 years under GS 0118.

3114 **Payroll System** - Earnings by Responsibility Centre
Destroyed after 1 year under GS 0117.

3115 **Payroll System** - Cheque Distribution Listing
Destroyed after 1 year under GS 0116.

3116 **Payroll System** - Payroll Hours Register
Destroyed after 10 years under GS 0115.

3117 **Appropriation/Unique Code Master Change Form and List**
Destroyed after 1 year under GS 0114.

3118 Attendance Records
Destroyed after 10 years under GS 0089 and GS 0090.

3119 **Employee (Casuals) Record Cards, 1959-1975**
**Name**, hours worked, classification.
Transfer to Archives under GS 0072.

3120 ADMINISTRATION
Human Resource Services
Occupational Health and Safety

Occupational Health and Safety provides the Department with administrative, procedural, and technical advice to ensure the safety and health of its employees.

3121 ADMINISTRATION
Systems

Systems provides central support to program managers and administers the Department's systems development process.

MANITOBA GOVERNMENT SERVICES

Records

3122 Project Files
Analyses of proposed electronic systems and monitoring of the effectiveness of existing systems. Includes detailed systems plans, presentations, minutes of meetings with client branches, correspondence with clients, and the final reports of the projects.
Destroyed 10 years after completion of project under GS 0221.

3123 Employee Files
Transferred to Human Resource Services' file after closure and unnecessary records destroyed under GS 0220.

3124 Commitment Accounting Files
Purchase requisitions, purchase orders, invoices, contracts, and commitment reports.
Destroyed after 4 years under GS 0224.

3125 Systems - Office Files
Destroyed after 5 years under GS 0225.

3126 ADMINISTRATION
Emergency Measures Organization (EMO)

The Emergency Measures Organization is enabled by The Emergency Measures Act to provide provincial planning, training and coordination for the safety and survival of citizens and the protection of property in the event of disasters and emergencies. EMO works closely with all levels of government and private volunteer agencies to coordinate effective emergency preparedness and response.

Staff gives support and resources to municipalities, school divisions, and the private sector in developing emergency plans and response capabilities. EMO is responsible for administering The Emergency Measures Act and participates in the Joint Emergency Planning Program whereby the federal government provides financial contributions toward the costs of provincial and municipal projects aimed at improving national emergency response capability.

Records

3127 Emergency Measures Organization - Office Files
Destroyed after 5 years, subject to archival selection, under GS 0144.

3128 Emergency Measures Organization - Operational Files
Emergency planning and preparatory activities with communities, departments, and the federal government; training, education, and references to individual emergency operations.
Destroyed after 5 years, subject to archival selection, under GS 0146.

3129 Voucher Accounting System - A, B, C
Destroyed after 4 years under GS 0126.

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3130 **Voucher Accounting System** - U, R
Destroyed after 4 years under GS 0125.

3131 **Employee Files**
Transferred to Human Resource Services after closure and unnecessary records destroyed under GS 0145.

3132 INTERNAL AUDIT

Internal Audit provides a comprehensive audit review of departmental programs through the study of financial, managerial, and operational practices, process and controls, including a review of the efficiency, economy and effectiveness of programs.

Records

3133 Audit Working Papers and Reports
Audit of all offices of the Department including audit reports, organization charts, position descriptions, flow-charts, comparative data, time analyses, audit outline, interviews and sample documentation.
Destroyed after 10 years (2 complete audit cycles) under GS 0128.

3134 PROPERTY MANAGEMENT

Property Management provides technical, construction, maintenance, and support services relating to the operation of government property. It includes the Physical Plant, Property Services, Security and Parking, and Workshop and Renovations.

Records

3135 Assistant Deputy Minister - Physical Maintenance Files
Correspondence and reports regarding the maintenance of provincially owned facilities.
Destroyed after 7 years under GS 0084.

3136 PROPERTY MANAGEMENT
Physical Plant (Head Office)

The Physical Plant is responsible for the operation and maintainance of government properties throughout Manitoba. The service is provided through four district offices located in Winnipeg, Selkirk, Brandon and The Pas. The branch maintains government-occupied buildings including offices, court facilities, community colleges, health and correctional institutions, laboratories, greenhouses, and other miscellaneous properties.

MANITOBA GOVERNMENT SERVICES

Records

3137 Powerhouse Logs
Monitoring and recording of equipment operation malfunctions within the power houses, including date, time, location, problem, and action taken by the power engineers.
Destroyed after 5 years under GS 0206.

3138 Building Operations Files
Operations in owned and leased buildings throughout the province including contracts regarding the physical maintenance, correspondence exchanged with district/zone offices and client departments occupying buildings.
Destroyed after 5 years under GS 0208.

3139 Minor Building Project Support Files
Minor projects occurring with owned and leased buildings Includes requests for service, building specifications, plans and correspondence with manager or construction supervisor.
Destroyed after 5 years under GS 0210.

3140 District Office Files
Destroyed after 5 years under GS 0212.

3141 Financial Administration Files
Invoices, vouchers, requisitions, purchase orders, issue vouchers pertaining to each financial transaction.
Destroyed after 4 years under GS 0214.

3142 Personnel - Office Files
Destroyed after 5 years with the exception of Employee Files which are transferred to Human Resource Services' file after closure under GS 0204.

3143 Gimli Properties - Administration Files, to April 1989
Correspondence pertaining to maintenance of the Industrial Park, Aspen Lodge, and the Gimli Properties branch.
Destroyed after 4 years under GS 0201.

3144 Gimli Properties - Financial Administration Files, to April 1989
Invoices, vouchers, requisitions, purchase orders, issue vouchers pertaining to maintenance of facilities at Gimli Properties.
Destroyed after 4 years under GS 0202.

3145 Gimli Properties - Personnel Office Files, to April 1989
Personnel policy and operation.
Destroyed after 5 years with the exception of Employee Files which are transferred to Human Resource Services after closure under GS 0203.

3146 PROPERTY MANAGEMENT
Physical Plant
District Properties

District Properties (Winnipeg, Eastern, Western, Northern) are responsible for maintaining government-owned and leased properties.

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3147 PROPERTY MANAGEMENT
Physical Plant
Grounds

The Grounds section is responsible for operating government greenhouses, landscaping of government-owned properties, and snow removal and parking lot maintenance on government grounds.

3148 PROPERTY MANAGEMENT
Physical Plant
Technical and Energy Services

Technical and Energy Services provides support to property, zone, and building managers involved in Physical Plant operations. The branch provides technical advice and supervision relating to energy conservation, operational techniques, system maintenance, and safety in government accommodation.

3149 PROPERTY MANAGEMENT
Physical Plant
Contracted Services

Contracted Services obtains services from the private sector which the Department is unable to supply. It is responsible for the preparation of contract documentation and specifications, public tendering, analyses and implementation, and regular reviews of all maintenance service contracts. Services contracted for government-owned and leased buildings include maintenance for refrigeration equipment, elevators, fire detection/ alarm and extinguisher systems, emergency power generators, janitorial duties, and cafeteria operations.

3150 PROPERTY MANAGEMENT
Physical Plant
Leased Properties

Leased Properties ensures that both government and landlords fulfill the obligations of their leases. It responds to requirements for leasehold properties improvements and environmental concerns.

3151 PROPERTY MANAGEMENT
Property Services

Property Services ensures that existing administrative systems and services are maintained and that new systems are developed according to departmental and divisional policies. It provides administrative support services to the division including budget coordination, financial reporting and systems, and personnel administration. The branch also manages and maintains government employees housing facilties and cafeterias throughout Manitoba.

MANITOBA GOVERNMENT SERVICES

Records

3152 Building Operations Files
Renovations, retrofits, construction projects, and maintenance of all government-owned facilities.
Destroyed after 10 years, **subject to archival selection**, under GS 0043.

3153 Personnel Administration Files
Destroyed upon termination of the employee, with the exception of **Employee Files** which are transferred to Human Respource Services after closure under GS 0230.

3154 PROPERTY MANAGEMENT
Property Administrative Services
Employee Housing

Employee Housing manages and maintains government employee housing facilties througout the province.

Records

3155 Financial Administration Files
Copies of invoices, vouchers, requisitions, purchase orders and issue vouchers pertaining to maintenance of facilities and financial reports.
Destroyed after 4 years under GS 0231.

3156 PROPERTY MANAGEMENT
Security and Parking

Security and Parking provides protection for the major government properties in Manitoba and has enforcement responsibilities for all major parking facilities.

Records

3157 Summons Offence Notices
Parking summonses issued under The Public Works Act (parking violations on government property).
Destroyed after 7 years under GS 0148.

3158 General Inquiries
Requests for services, including Kiosk log book, access control log books and bookings for the grounds of the Legislative Building and Memorial Park for wedding pictures and special events.
Destroyed after 2 years under GS 0149.

3159 Personnel Office Files
Destroyed after 5 years with the exception of **Employee Files** which are transferred to Human Resource Services after closure under GS 0213.

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3160 Security and Parking Administration Files
Surveillance and protection of government owned and leased properties. Incident/occurrence reports concerning occurrences such as theft, bomb threats, persons causing disturbances, and break and enter. Also includes security statistics for each location section, and reports generated by electronic alarms systems.
Destroyed after 5 years under GS 0215.

3161 PROPERTY MANAGEMENT
Workshop/Renovations

Workshop/Renovations provides construction, maintenance, renovations, and furniture repair services for government-owned and leased buildings and employee housing. The branch acts as a general contractor in renovation, maintenance, and alteration work where general contractors are not available in remote areas, mental health centres, security areas, and where work cannot be accurately detailed or is of an emergency nature.

Records

3162 Workshop/Renovations Administration Files
Program direction and requests for information related to construction and renovations from client departments.
Destroyed after 5 years under GS 0205.

3163 Building Plans and Specification Files
Building plans and specification files recording all construction and renovations to government-owned and leased facilities. Includes chargebacks, requests for service, work orders, building specifications and drawings.
Destroyed after 5 years, subject to archival selection, under GS 0211.

3164 Personnel Office Files
Destroyed after 5 years with the exception of Employee Files which are transferred to Human Resource Services after closure under GS 0207.

3165 Financial Administration Files
Invoices, vouchers, and purchasing authority relating to maintenance expenditures in provincially owned and leased premises.
Destroyed after 4 years under GS 0209.

3166 SUPPLY AND SERVICES

Supply and Services provides equipment, goods and related services to all departments and some boards, agencies, and commissions. The Division includes: Fleet Vehicles, Purchasing, Material Distribution, Office Equipment Services, Telecommunications, Postal Services, and Land Acquisition.

MANITOBA GOVERNMENT SERVICES

Records

3167 Assistant Deputy Minister - **Office Files**
Destroyed after 2 years under GS 0200.

3168 Personnel Administration Files
Destroyed after 2 years under GS 0222.

3169 Financial Administration Files
Destroyed after 5 years under GS 0223.

3170 SUPPLY AND SERVICES
Fleet Vehicles

Fleet Vehicles provides central vehicle services for departments and agencies, financial accounting and management for the fleet operation, maintenance services through the Central Provincial Garage and through coordination of external services, licensing and insurance requirements for fleet vehicles, and equipment advice and costing to departments.

Records

3171 Fleet Vehicles - **Office Files**
Destroyed after 2 years under GS 0066.

3172 Fleet Vehicles - Stock Record Cards
Receipt, balance, issues of material in inventory.
Destroyed after 7 years under GS 0109.

3173 Fleet Vehicles - Receipt and Issue Vouchers
Material issued directly to authorized individuals by storeskeeper.
Destroyed after 7 years under GS 0110.

3174 Vehicle Unit Files
Mileage reports, vehicle transaction forms and invoices for vehicles.
Destroyed 7 years after closure under GS 0060A.

3175 Credit Transaction Cards
Credit card transactions by vehicle users.
Destroyed after 4 years under GS 0062.

3176 Accident Reports
Details of accidents involving government vehicles.
Destroyed after 7 years under GS 0063.

3177 Fleet Vehicles Printouts
Unit listings including serial numbers, unit numbers and locations.
Destroyed once updated under GS 0064A.

3178 **Accounts Receivable**
Destroyed after 7 years under GS 0111.

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3179 Voucher Accounting System - A
Destroyed after 4 years under GS 0061.

3180 Voucher Accounting System - B
Destroyed after 1 year (monthly updates); destroyed after 4 years (yearly consolidated ledger) under GS 0065.

3181 SUPPLY AND SERVICES
Purchasing

Purchasing is responsible for the acquisition of goods and services for all departments and some boards, commissions, and agencies. It maintains an impartial competitive tendering system, develops lists of potential supply sources, provides product standards and specifications, lets and administers contracts, and identifies and catalogues material.

Records

3182 Purchasing - Office Files
Destroyed after 2 years under GS 0130.

3183 Purchasing Requisition Files
Original requisition, purchase orders, quotations for purchases of goods by the government.
Destroyed after 4 years, or until case concluded on contested contracts, under GS 0042.

3184 SUPPLY AND SERVICES
Material Distribution

Material Distribution maintains centralized stocks of material such as construction goods, uniform and environmental clothing, janitorial supplies, and office furniture and furnishings. It supplies government departments and approved agencies with stationery, services for materials transportation and office relocation, and undertakes the redistribution and disposal of surplus material and assets. The branch is also responsible for the storage of material and equipment, and advises on storage and layouts.

Records

3185 Vendor Files
Receipt, purchase order, invoice, packing slip.
Destroyed after 5 years under GS 0032.

3186 General Correspondence
Correspondence with vendors.
Destroyed after 2 years under GS 0028.

MANITOBA GOVERNMENT SERVICES

3187 Incoming Shipment Register
Shipments received including quantity, condition, carrier and transportation costs.
Destroyed after 5 years under GS 0031.

3188 Perpetual Stock Record Cards
Receipt, current balance and issue of supplies from the inventory.
Destroyed after 7 years under GS 0033.

3189 Stocktaking Reports
Inventory of stock including a summation of surplus and deficient items, and net value.
Destroyed after 7 years under GS 0037.

3190 Counter Issue Voucher
Destroyed after 7 years under GS 0036.

3191 Material Requisition/Issue Voucher
Issue of material to government departments including types of material, names of receiving branches, and cost.
Destroyed after 7 years under GS 0039.

3192 Standing Offer Release Orders
Orders guaranteeing quantity.
Destroyed after 4 years under GS 0038.

3193 Outgoing Shipment Register
Daily shipments to departments of goods including condition, quantity, carrier.
Destroyed after 5 years under GS 0030.

3194 Surplus Assets Disposal Files
Surplus assets (material and equipment) disposed of by redistribution, sale, donation or destruction.
Destroyed after 7 years under GS 0029.

3195 Purchase Orders
Destroyed after 4 years under GS 0035.

3196 Stationery Stock Requisitions
Departmental requisitions for stationery stock.
Destroyed after 7 years under GS/CH 0027.

3197 Stationery Blanket Order Copy
Destroyed after 7 years under GS/CH 0034.

3198 SUPPLY AND SERVICES
Office Equipment Services

Office Equipment Services is responsible for the supply and servicing of office equipment and machines used by government. The inventory includes calculators, dictaphones, transcribers, taperecorders, and typewriters.

3198 contd In addition, audio-visual equipment is available to client departments for training purposes. The branch provides consultation services on machinery and makes recommendations to the government on new equipment.

Records

3199 Correspondence
Transactions with client departments respecting equipment difficulties/availability, and information from suppliers respecting equipment and prices.
Destroyed after 2 years, except where ongoing problems with equipment are identified, under GS 0154.

3200 Services Contract Machine Listings
Serial numbers, locations and prices of equipment under maintenance contracts.
Destroyed after 6 years under GS 0155.

3201 Distribution Account Card/Serial Number Card
Location and repair history of each machine including make, model, serial number, location, and repair history.
Destroyed after disposal of equipment (account card); and destroyed once superseded (serial card) under GS 0156.

3202 **Requisitions**
Destroyed after 4 years under GS 0153.

3203 SUPPLY AND SERVICES
Telecommunications

Telecommunications is responsible for the central management of governmental telecommunications. It coordinates the installation, relocation and removal of telecommunications equipment, evaluates requirements, provides technical support, maintains service standards; and manages long distance service networks.

The branch is responsible for ensuring that client departments receive an acceptable standard of service. It negotiates for supply and service requirements with the Manitoba Telephone System and other telecommunications suppliers, arranges schedules for service dates, and subscribes to centralized volume purchasing of toll network services such as Wide Area Telephone Service (WATS).

Telecommunications coordinates the acquisition of electronic messaging services and provides technical support for the transmission and receipt of communications.

Records

3204 Telecommunications Service Request Orders
Telecommunications orders processed for government clients.
Destroyed after 3 years under GS 0127.

MANITOBA GOVERNMENT SERVICES

3205 WATS (Wide Area Telephone Service) Reports
WATS networks and activities throughout the government including the bulk purchase by the hour of long distance telephone services from the Manitoba Telephone System.
Destroyed after 2 years under GS 0132.

3206 Directory Information
Telephone orders processed, telephone inventory, telecommunications activities, and changes to government directory.
Destroyed after 1 year under GS 0131.

3207 Budget and Cash Flow Records
Destroyed after 5 years under GS 0135.

3208 Accounts Receivable Ledger
Destroyed after 6 years under GS 0137.

3209 Purchase Orders, Requisitions, Invoices - Accounts Payable
Destroyed after 4 years under GS 0136.

3210 Voucher Accounting System - D and Revenue Statements
Funds recovered from government departments, boards, agencies, and commissions for WATS and long distance telephone calls.
Destroyed after 2 years under GS 0134.

3211 Voucher Accounting System - R, N. U
Destroyed after 1 year under GS 0133.

3212 Attendance Reports
Destroyed after 1 year under GS 0138.

3213 SUPPLY AND SERVICES
Postal Services

Postal Services is responsible for the processing and distribution of government mail at a central mail facility in Winnipeg and at depots in other major government buildings throughout the province. The branch develops mail handling procedures and evaluates requirements for government departments. It is also responsible for the acquisition and maintenance of postal equipment.

Records

3214 Postage Handling Records
Metered and interdepartmental mail, registered letters, permit account books, insurance record sheets, and postal van mileage reports.
Destroyed after 2 years under GS 0142.

3215 Postage Equipment Maintenance Contracts
Maintenance contracts and processed invoices.
Destroyed 4 years after disposal of equipment under GS 0143.

MANITOBA GOVERNMENT SERVICES

3216 **Purchase Orders, Requisitions, Invoices - Accounts Payable**
Destroyed after 4 years under GS 0140.

3217 **Budget and Cash Flow** Records, **Voucher Accounting System** - H, T, Q, X
Destroyed after 5 years under GS 0139.

3218 Attendance Reports
Destroyed after 1 year under GS 0141.

3219 SUPPLY AND SERVICES
Land Acquisition

Land Acquisition operates under the authority of The Land Acquisition Act and is the central agency responsible for the appraisal and acquisition of real property for all government departments and most agencies. It is also responsible for the disposal of surplus buildings and land.

Internal Indexes: **Office Files** - File Plan.

Records

3220 Land Acquisition Branch - **Office Files**
Destroyed after 5 years under GS 0166.

3221 Reading Files
Correspondence relating to all matters being dealt with by the branch, such as correspondence between the province and property owners who may be affected by a drain or highway improvement, or between the branch and client departments regarding widths of right-of-way required, and dates of possession.
Destroyed after 2 years under GS 0157.

3222 Property Files
Land Acquisition Branch Real Property acquisitions and contractual commitments. Correspondence and reports relating to each transaction either by purchase (mutual agreement) or expropriation. Includes details of funding source, when and to whom duplicate titles were mailed, parties to agreement, and payees.
Destroyed after 7 years under GS 0158.

3223 Legal Document Pockets
Contract records and duplicate titles for property acquired outright or over which an easement has been granted. Includes original agreements, easements, releases of claim, duplicate titles in the name of the Crown.
Transferred to Archives after 7 years under GS 0159.

MANITOBA GOVERNMENT SERVICES

3224 Index Cards
Property affected by purchase or lease by the Manitoba government. Includes legal description of the affected property, ownership at time of acquisition, area acquired, compensation paid, and/or work to be done by the vendor such as payment for removal and re-erection of fencing. Destroyed once electronic indexing completed under GS 0228.

3225 **Employee Files**
Transferred to Human Resource Services file after closure and unnecessary records destroyed under GS 0226.

3226 ACCOMODATION DEVELOPMENT

Accomodation Development includes Corporate Accommodation Planning, Technical Resources and Leasing, and Contracts and Expenditure Control.

Records

3227 Assistant Deputy Minister - **Office Files**
Correspondence and reports regarding the renovation, acquisition, and disposal of provincially owned and leased facilities.
Destroyed after 7 years, **subject to archival selection**, under GS 0085.

3228 ACCOMMODATION DEVELOPMENT
Corporation Accomodation Planning

Corporate Accomodation Planning develops overall government accomodation strategies, related policies and guidelines, and short-term plans for specific space utilization. The branch works with client departments and agencies to identify and address their short and long-term accomodation needs.

Internal Indexes: **Office Files - File plan.**

Records

3229 Requests for Service
Requests from government offices for a range of services, including minor work projects which are handled by Property Management Workshop staff.
Destroyed after 4 years under GS 0053.

3230 ACCOMODATION DEVELOPMENT
Technical Resources

Technical Resources provides professional and technical services for the design, construction and renovation of government accomodations.

The branch consists of four sections: Architecture, Mechanical Engineering, Electrical Engineering, and Project Management. Private consultants are routinely utilized for major projects.

MANITOBA GOVERNMENT SERVICES

Records

3231 Technical Resources - Office Files
Destroyed after 2 years under GS 0229.

3232 Technical Resources - Personnel Administration Files
Upon termination of employee, necessary employee documents are placed on Human Resources Services files and unnecessary employee documents are destroyed; other files are destroyed after 5 years under GS 0236.

3233 Project Files
Project histories including preliminary studies, reports, estimates, tendering documents and advertisements, lists of tender prices, tenders, Treasury Board submissions and minutes, letters of intent, letters to unsuccessful bidders, performance bonds, tax information, and cost-breakdowns and inspection reports.
Destroyed after 7 years under GS 0097.

3234 Investigative Reports
Analyses and recommendations regarding proposed acquisitions, construction and renovation of structures. May include feasibility studies, conceptual drawings, complaints, disputes, and claims -- usually in connection with heritage structures.
Transferred to Archives after 5 years or until action has terminated or fallen into abeyance under GS 0102.

3235 Project Specifications - Landmark Structures
Construction specifications for landmark structures. A landmark structure is an historically significant building such as the Legislative Building or the A.A. Heaps Building, or a functionally significant building such as the W.M. Ward Laboratory.
Destroyed after 7 years under GS 0099.

3236 Shop Drawings - Landmark Structures
Detailed drawings of building elements including fabricators'/manufacturers' details of building components and/or systems.
Transferred to Archives 15 years after completion of project under GS 0100.

3237 Project Specifications - Minor Structures
Copies of construction specifications for small-scale scale jobs such as minor renovations to nursing stations. The scale is determined by job size or dollar value.
Destroyed 6 years after completion of project under GS 0098.

3238 Shop Drawings - Minor Structures
Building elements of minor structures.
Destroyed 6 years after completion of project under GS 0101.

3239 Project Time Reports
Managerial time spent on projects.
Destroyed after 1 year under GS 0093.

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3240 **Invoices - Accounts Payable**
Destroyed after 4 years under GS 0095.

3241 ACCOMODATION DEVELOPMENT
Leasing, Contracts and Expenditure Control

Leasing, Contracts and Expenditure Control Branch manages all leasing for government accomodation, and administers all accomodation development contracts. Lease acquisition officers conduct market searches, negotiate terms and conditions, and document concluded lease agreements. Construction contracts officers obtain bids, and prepare and administer contracted construction project work.

Records

3242 Leased Accommodation Files
Correspondence with landlords regarding negotiations, renewals, escalations, performance defaults and final terminations; legal leases. Correspondence with occupants regarding problems, renewal instructions, and lease agreement authorizations from the Minister or Treasury Board.
Destroyed 3 years after cancellation under GS 0112.

3243 Winter Works Committee of Cabinet - Meeting Files, 1973-1977
Agendas and minutes, submissions and supporting documentation for construction project funding or related contract awards.
Transfer to Archives under GS 0122.

3244 ACCOMODATION AND DEVELOPMENT
Leasing, Contracts and Expenditure Control
Construction Contracts

Construction contracts obtains bids for construction work; prepares construction, professional and technical service contracts; and advises on government contract policy and practice. The branch is also responsible for bonding, insurance, and liens holdback requirements for contracts.

Records

3245 Contract Documents
Legal construction contracts and agreements signed by government and contractors/architects/engineers. May include original tenders, bid bonds, performance bonds, contracts.
Destroyed after 7 years under GS 0078.

3246 Contract Documents (Plans and Specifications)
Legal construction documents signed by both government and contractors including drawings and construction specifications.
Transferred to Archives after 7 years under GS 0077.

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3247 ACCOMODATION DEVELOPMENT
Leasing, Contracts and Expenditure Control
Project Control

Project Control is responsible for providing and maintaining a project cost and commitment system and for monitoring all projects undertaken by the Division.

Records

3248 Project Files
Record of transactions and costs incurred during the life of a branch project.
Destroyed after 10 years under GS 0054.

3249 Project Status Reports
Monthly summary of costs for projects by sub-appropriation.
Destroyed after 4 years under GS 0050.

3250 **Budget Working Papers**
Destroyed after 3 years under GS 0051.

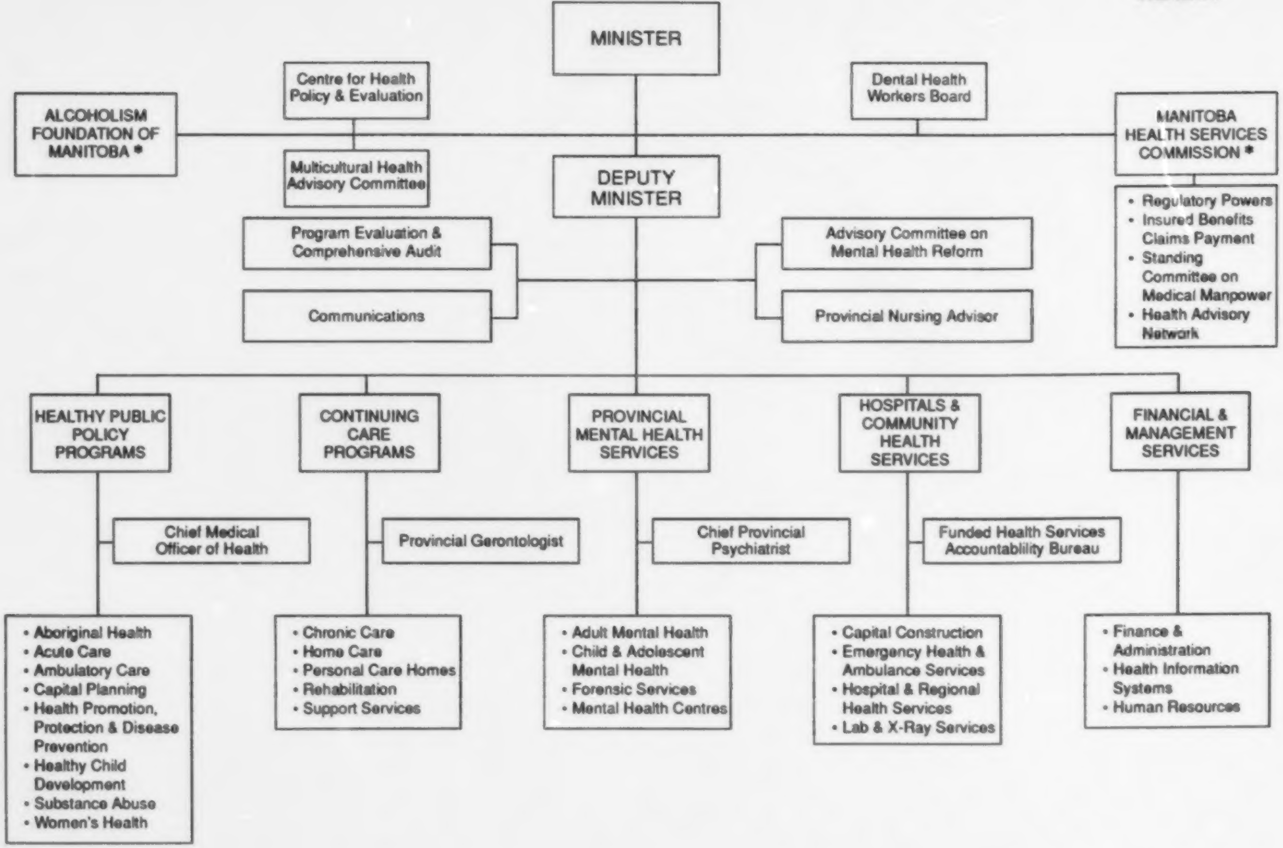
3251 **Invoices - Accounts Payable**
Destroyed after 1 year under GS 0052.

3252 **Voucher Accounting System - J**
Destroyed after 2 years under GS 0046.

3253 **Voucher Accounting System - M**
Destroyed after 2 years under GS 0045.

3254 **Voucher Accounting System - T (5)**
Destroyed after 1 year under GS 0049.

## HEALTH


MINISTER
Centre for Health Policy & Evaluation
Dental Health Workers Board
ALCOHOLISM FOUNDATION OF MANITOBA *
Multicultural Health Advisory Committee
DEPUTY MINISTER
MANITOBA HEALTH SERVICES COMMISSION *
• Regulatory Powers
• Insured Benefits Claims Payment
• Standing Committee on Medical Manpower
• Health Advisory Network
Program Evaluation & Comprehensive Audit
Communications
Advisory Committee on Mental Health Reform
Provincial Nursing Advisor
HEALTHY PUBLIC POLICY PROGRAMS
CONTINUING CARE PROGRAMS
PROVINCIAL MENTAL HEALTH SERVICES
HOSPITALS & COMMUNITY HEALTH SERVICES
FINANCIAL & MANAGEMENT SERVICES
Chief Medical Officer of Health
Provincial Gerontologist
Chief Provincial Psychiatrist
Funded Health Services Accountability Bureau
• Aboriginal Health
• Acute Care
• Ambulatory Care
• Capital Planning
• Health Promotion, Protection & Disease Prevention
• Healthy Child Development
• Substance Abuse
• Women's Health
• Chronic Care
• Home Care
• Personal Care Homes
• Rehabilitation
• Support Services
• Adult Mental Health
• Child & Adolescent Mental Health
• Forensic Services
• Mental Health Centres
• Capital Construction
• Emergency Health & Ambulance Services
• Hospital & Regional Health Services
• Lab & X-Ray Services
• Finance & Administration
• Health Information Systems
• Human Resources

NOTE: This chart represents an interim organization reflecting responsibility centres and functions.

* see Crown Agencies and Corporations

## MANITOBA HEALTH

3350 Manitoba Health was formally established as the Department of Public Health and Welfare in 1928. Prior to that date health related functions had been the responsibility of other government departments, and agencies such as the Board of Health. During the last 60 years the Department has at times shared a portfolio with what today is Manitoba Family Services. While Health has remained a separate department since 1979, it continues to cooperate with Family Services at the regional level. Program reorganization, including transfer of some functions of the Manitoba Health Services Commission, is continuing through 1991.

Manitoba Health makes health care services available through community-based services related to health education, disease prevention, care and curative treatment.

3351 Applications for access to the records of Manitoba Health may be sent to the Access Coordinator:

Freedom of Information
Access Coordinator
Manitoba Health
602 - 330 Graham Avenue
Winnipeg
R3C 4A5
Ph: 945-5631

Arrangements for examining records and for obtaining photocopies may be made through the Access Coordinator.

All government offices are listed by community at the end of the Access Guide green pages.

3352 The Access Officers for Manitoba Health are:

Assistant Deputy Minister
Finance and Administration
Manitoba Health
602 - 330 Graham Avenue
Winnipeg
R3C 4A5

Assistant Deputy Minister
Community Health Services
Manitoba Health
2 - 800 Portage Avenue
Winnipeg
R3C 4A5

3352 Assistant Deputy Minister
contd Mental Health Division
Manitoba Health
3 - 1200 Portage Avenue
Winnipeg
R3C 4A5

Director of Communications
Communications Directorate
501 - 294 Portage Avenue
Winnipeg
R3C 0B9

Executive Director
Policy and Planning Secretariat
308 - 294 Portage Avenue
Winnipeg
R3C 0B9

Provincial Gerontologist
Office of the Provincial Gerontologist
333 - 260 St. Marys Avenue
Winnipeg
R3C 0M6

## MINISTER'S OFFICE

### Records

3353 Minister - Office Files
Transferred to Archives after 5 years under H 0001.

3354 Minister - Orders-in-Council
Transferred to Archives after 5 years under H 0002.

## MINISTERIAL RESPONSIBILITIES

## 3355 DENTAL HEALTH WORKERS BOARD

The Dental Health Workers Board establishes and maintains rules for registration and standards of ethical conduct for dental health workers. It receives and investigates any complaint regarding a worker and can cancel or suspend, revoke or reinstate registrations.

## DEPUTY MINISTER

### Records

3356 Deputy Minister - Office Files
Transferred to Archives after 5 years under H 0003.

3357 FINANCE AND ADMINISTRATION

Finance and Administration is responsible for departmental financial planning, human resource management, operational reviews, internal audits, and external agency funding. It is also responsible for an information resource centre and the storage and distribution for medical equipment and supplies.

Records

3358 Assistant Deputy Minister - Office Files
Destroyed after 5 years under H 0252.

3359 FINANCE AND ADMINISTRATION
Administration and Finance

Administration and Finance manages the financial affairs of the Department, administers funding to external agencies, and coordinates departmental support services. Program Budget Review controls the Department's financial resources, facilitates the development of the annual estimates, conducts financial analyses, and provides financial reports to senior management. Accounting Services is responsible for payment of accounts, collection of revenue, processing of homemaker payrolls and operations support to the Department. Operational Support facilitates the planning, acquisition and management of departmental accommodations, vehicles and equipment; and coordinates the implementation of records management.

Internal Indexes: Vehicle Control Records - Nominal Index.

Records

3360 Administration and Finance - Office Files
Destroyed after 2 years under H 0165.

3361 Agency Files
Applications for, and provision of, grants or fee-for-service funding to non-government agencies in Manitoba such as the Victorian Order of Nursing. Includes requests for funding, Treasury Board submissions and minutes, Orders- in-Council, ministerial approvals, evidence of payments to agency, audited financial statements of agencies. Minutes or reports regarding the operations of the agency may also be included. Destroyed after 7 years, subject to archival selection, under H 0239.

3362 Estimates Submission, House Book, Minister's Briefing Material
Destroyed after 6 years under H 0306.

3363 Budget Working Files
Destroyed after 10 years under H 0307.

MANITOBA HEALTH

3364 Contract Files
Payments for services under contract by the Department including those of physicians, psychiatrists, dentists. Also includes payments of grants and fee-for-service funding.
Destroyed 6 years after expiry of contract under H 0253.

3365 Year-End Files
Year-end financial reporting including bank statements, equipment inventories, trust accounts, signing authorities, and contracts.
Destroyed after 6 years under H 0305.

3366 Invoices - Accounts Payable
Destroyed after 4 years under H 0167.

3367 Requisitions (Departmental)
Destroyed after 7 years under H 0171.

3368 Requisitions (Branch)
Destroyed after 4 years under H 0168.

3369 Direct Purchase Orders
Destroyed after 4 years under H 0169.

3370 Purchase Orders
Destroyed after 4 years under H 0170.

3371 Voucher Accounting System - A
Destroyed after 4 years under H 0152 and H 0153.

3372 Voucher Accounting System - B
Destroyed after 4 years under H 0155.

3373 Voucher Accounting System - C
Destroyed after 4 years under H 0154.

3374 Voucher Accounting System - G
Destroyed after 4 years under H 0156.

3375 Voucher Accounting System - S, U
Destroyed after 2 years under H 0073.

3376 Voucher Accounting System - U, R
Destroyed after 2 years under H 0166.

3377 Voucher Accounting System - R, U
Destroyed after 2 years with the exception of year-end reports which are destroyed after 6 years under H 0304.

3378 Voucher Accounting System - S, T, U
Destroyed after 2 years with the exception of year-end reports which are destroyed after 10 years under H 0308.

MANITOBA HEALTH

3379 Vehicle Control Records
Destroyed after 4 years under H 0172 and H 0240.

3380 Vehicle Control - Mileage Cards
Destroyed after 6 years under H 0281.

3381 FINANCE AND ADMINISTRATION
Internal Audit

Internal Audit provides operational and financial system reviews directed at improving the economy, efficiency and effectiveness of areas under study. It ensures compliance with guidelines approved by Treasury Board and Manitoba Finance. All areas of the Department are subject to review on a systematic and request basis as approved by the Audit Committee.

Records

3382 Systems Audit Files
Systems audit documentation and reports.
Destroyed 5 years after 2 audit cycles under H 0238.

3383 FINANCE AND ADMINISTRATION
Information Resources

Information Resources provides professional library services and audio-visual/print health education materials to support departmental programs. Resource materials are also available to other government departments and to the public.

Records

3384 Information Resources - Office Files
Destroyed after 2 years under H 0076.

3385 Information Resources - Booking Confirmations
Destroyed after current year under H 0173.

3386 Information Resources - Invoices - Accounts Payable
Destroyed after 4 years under H 0074.

3387 Information Resources - Requisitions
Destroyed after 7 years under H 0075.

3388 Health Resource Files
Films and videos regarding health matters such as nutrition, fitness, safety, chemical dependency, maternal and child health, caring for the elderly.
Destroy, subject to archival selection, under H 0052.

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3389 FINANCE AND ADMINISTRATION
Human Resource Management

Human Resource Management provides comprehensive human resource services to the Department. These include recruitment and selection, position evaluation and classification, pay administration and payroll, labour relations, human resource development, and personnel policies and standards.

Internal Indexes: Recruitment Log.

Records

3390 Human Resource Management - Office Files
Destroyed after 6 years under H 0032.

3391 Competition Files
Destroyed after 5 years under H 0034.

3392 Employee Files
Destroyed 60 years after closure under H 0241. Duplicate employee files throughout the department are destroyed upon departure of incumbent.

3393 Classification Files
Destroyed 4 years after position abolished under H 0033.

3394 Payroll, Attendance and Sick Leave Records
Destroyed after 10 years under H 0244.

3395 Voucher Accounting System Report - Invoices
Destroyed after 2 years under H 0243.

3396 Payroll System - Reports
Destroyed variably from 3 to 6 years under H 0245.

3397 MEIS and Payroll System - Reports
Destroyed once superseded (MEIS Employee Record); destroyed after 3 years (Payroll System - Employee Change Turn Around Document) under H 0246.

3398 Payroll System - Worksheets
Destroyed after 7 years under H 0247.

3399 Payroll System - Time Sheets
Destroyed after 10 years under H 0248.

3400 FINANCE AND ADMINISTRATION
Medical Equipment and Supplies

Medical Equipment and Supplies acquires, stores, distributes, and repairs a wide range of medical supplies and equipment required to care

MANITOBA HEALTH

3400 contd for Manitobans living independently in their own homes. Items include wheelchairs, hospital beds, respiratory equipment and mobility aids. Technical staff provide installation and patient instruction in the use of equipment.

Internal Indexes: Administrative Procedures Manual, Computer Operator Procedural Manual

Records

3401 Medical Equipment and Supplies - Office Files
Destroyed after 2 years under H 0067.

3402 Action Requests and Returns
Goods and services to client including name, address, phone number, MHSC number or if applicable, social allowance number, name of attending physician.
Destroyed after 4 years under H 0057.

3403 Order Forms
Names of health care professionals ordering goods/services; types of goods/services; names of clients.
Destroyed after 2 years under H 0066.

3404 Equipment Letter Checks
Equipment descriptions, names of clients.
Destroyed after 2 years under H 0064.

3405 Inventory Control Cards
Stock received and dispersed by the branch.
Destroyed after 2 years under H 0068.

3406 Social Allowances - Purchase Vouchers
Forms authorizing the provision of supplies and a Social Allowances voucher which is required if clients are to receive supplies and services from Medical Supplies. Voucher includes name of client, and goods/services to be supplied.
Destroyed after 4 years under H 0063.

3407 Invoices - Accounts Payable
Destroyed after 4 years under H 0058.

3408 Direct Purchase Orders
Destroyed after 4 years under H 0059.

3409 Requisition for Goods not under Contract
Destroyed after 4 years under H 0060.

3410 Requisitions - Office Expenses
Destroyed after 7 years under H 0061.

3411 Voucher Accounting System - S, T (3-6), X
Destroyed after 2 years under H 0062.

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## 3412 COMMUNICATIONS

Communications coordinates information distribution for the Department and the Manitoba Health Services Commission. It provides consultation concerning public relations, media relations and mass media programs. It also plans, implements, and evaluates public information programs, and develops an overall communication strategy for Manitoba Health.

## 3413 COMMUNITY HEALTH SERVICES

Community Health Services is responsible for program and policy development and support services including the delivery of community health services through its regional offices. Program directorates develop community health policies and programs, establish and maintain program standards, and provide professional consultation to staff and other government departments. The directorates are also responsible for professional training and development.

Records

3414 **Assistant Deputy Minister - Office Files**
Transferred to Archives after 5 years under H 0005.

3415 **Commitment Accounting Files**
**Voucher Accounting System** reports, invoices, and requisitions.
Destroyed after 2 years with the exception of year-end reports which are destroyed after 2 years under H 0310.

3416 **Requisitions**
Destroyed after 7 years under H 0078.

## 3418 COMMUNITY HEALTH SERVICES
### Chief Medical Officer of Health

The Chief Medical Officer of Health participates in decisions and plans affecting the division, and in cooperation with regional offices, evaluates current programs and implements new disease prevention/health promotion programs. The Chief Medical Officer also provides consultation to regional medical officers and participates in planning education for all health care professionals.

## 3419 COMMUNITY HEALTH SERVICES
### Maternal and Child Health

Maternal and Child Health develops programs and policies to promote optimal health for expectant parents, new families, infants, children and youth. Programs are designed for preconceptual, prenatal, child health, and parenting stages. Staff provide consultation/leadership services to government and departmental staff and to health related agencies. The branch maintains a central registry of congenital anomalies.

Internal Indexes: Postpartum Computer System Users Manual.

Records

3420 Maternal and Child Health - Office Files
Destroyed after 2 years under H 0088.

3421 Notification Listings
Identification of congenital anomalies, mothers with congenital anomalies, newborn audiology, infant deaths and stillborns.
Destroyed after 2 years under H 0009.

3422 Congenital Anomalies - Case Correspondence
Diagnostic details of patient conditions.
Destroyed after 2 years under H 0010.

3423 Death Registrations (copies) - Children up to 1 year of age
Name, cause of death, and if applicable, the congenital anomaly present.
Destroyed after 2 years under H 0011.

3424 Requisitions
Destroyed after 7 years under H 0089.

3425 Invoices - Accounts Payable
Destroyed after 4 years under H 0090.

3426 Voucher Accounting System - S, T (3-6), V, X
Destroyed after 2 years under H 0091.

3427 COMMUNITY HEALTH SERVICES
Communicable Disease Control

Communicable Disease Control is responsible for the surveillance, prevention and control of communicable disease in Manitoba. The directorate is responsible for program planning, for establishing standards and guidelines for program evaluation and for consultation as well as for all notifiable communicable diseases. Prevention strategies include immunization, education, case investigation and contact notifications and inspections.

The Life Saving Drug Program provides drugs at no cost to persons with life-threatening illnesses who cannot afford to purchase the required medication.

The Immigration program is responsible for providing recommendations on the entry of medically inadmissible persons, immigrants, and refugees to the province.

Through the Manitoba Immunization Monitoring Service, immunizations are administered for polio, measles, mumps, rubella, rabies, hepatitis a and b, tetarius and diptheria. A sexually transmitted disease (STD) control branch establishes standards and guidelines; professional education and

3427 contd programs in relation to STDs including AIDS, and maintains a central registry. Food protection programs are designed to protect Manitobans from unsafe or unwholesome foodstuffs through investigative procedures and educational programs.

Internal Indexes: Communicable Disease Control Computerized Case Registry Systems Manual, Sexually Transmitted Diseases Client Files - Index, Sexually Transmitted Disease Computer System - Operators Manual, Manitoba Immunization Monitoring System Manual, Food Protection Files - Nominal Index.

Records

3428 Communicable Disease Control - Office Files
Destroyed after 4 years under H 0056.

3429 Manitoba Immunization Monitoring System (MIMS)
Population based immunization levels and individual immunization records. Individual children's records destroyed when client reaches 25 years of age; other records destroyed after current year, processing, verification, or when superceded under H 0163A.

3430 Life Saving Drug Program - Patient Files
Dispensation of insulin, nutrition supplements and other medication in accordance with the Life Saving Drug Program. Includes medical and financial assessments, drug prescriptions and dispensary records.
Destroyed 7 years after closure under H 0200.

3431 Syphilis Case Files
Notification, treatment, and contacts of individuals exposed to syphilis.
Destroyed after closure under H 0204.

3432 Gonorrhea, Clamadyia, and Chancroid Case Files
Notification, treatment individuals exposed to gonorrhea, clamadyia, or chancroid. Includes notification, contacts, laboratory slips, and correspondence.
Destroyed 2 years after closure under H 0007A.

3433 AIDS Human Immunodeficiency Virus (HIV) Files
Monitoring of HIV cases. Includes patient data, date of birth, risk factor, geographic region, test results, status at time of virus identification, for example, ARC (AIDS Related Complex), symptomatic, asymptomatic. Patient names are not identified.
Destroyed after death of patient under H 0203.

3434 AIDS Resource Files
Information (not specific to cases) concerning AIDS. Includes reports and updates from the Laboratory for Disease Control, minutes of the HIV Virus (Human Immunodeficiency Virus) Committee, correspondence with the medical community and interest groups.
Destroyed after 4 years under H 0202.

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3435 AIDS Case Files
Monitoring of AIDS cases. Includes laboratory report verifying presence of AIDS, and medical examiner's report upon death of patient.
Destroyed after death of patient under H 0201.

3436 Communicable Disease Outbreaks - Reports
Description of specific cases of diseases of outbreaks, follow up laboratory reports and correspondence.
Destroyed after 5 years, **subject to archival selection**, under H 0055.

3437 Communicable Disease Reportable Statistics
Communicable disease statistics in Manitoba identifying diseases according to age, sex, and geographic region.
Destroyed after 7 years, **subject to archival selection**, under H 0205.

3438 Immigration Case Files
Assessment of immigrants deemed medically inadmissible by immigration authorities. Includes diagnostic and medical history from the applicant's physician in country of origin, and correspondence with Manitoba Health Services Commission concerning medical and financial acceptance.
Destroyed after 7 years under H 0187.

3439 Vietnamese Refugees, 1979-1980.
Listing of Vietnamese refugees who arrived in Manitoba from refugee camps, 1979-1980, with identification of medical concerns.
Transfer to Archives under H 0022.

3440 Vaccine Shipping Receipts
Acknowledgement of drug distribution such as vaccines, insulin, and food supplements to health units, physicians, hospitals and clinics.
Destroyed after 1 year under H 0020.

3441 **Requisitions**
Destroyed after 7 years under H 0070.

3442 **Invoices - Accounts Payable**
Destroyed after 4 years under H 0071.

3443 **Voucher Accounting System - S, T (3-6), V, X**
Destroyed after 2 years under H 0072.

3444 COMMUNITY HEALTH SERVICES
Regional Operations

Regional Operations (10 throughout Manitoba) are responsible for the delivery of a wide range of community health and special programs including the services of medical officers of health, public health nurses, homecare workers, mental health workers, audiologists, and other health care professionals and non-professionals.

3444 contd Regional Operations is also responsible for the Northern Health Program which provides clinical and community health services to 24 northern and/or difficult-to-access communities in Thompson, Norman, Interlake, Eastman and Parklands regions with a majority of non-treaty and metis populations. Program areas include provision of access to early diagnosis, treatment and follow-up of disease for residents, prevention of disease and promotion of healthy lifestyles, and the promotion of individual and community responsibility for health needs.

Records

3445 Northern Health - **Office Files**
Destroyed after 2 years under H 0077.

3446 Northern Health - Public Health Nursing Resource Material
Resource and research data concerning public health issues.
Destroyed after 5 years under H 0194.

3447 Northern Health - Community Profiles
Information concerning northern communities prepared by public health nurses. Includes community characteristics, population, health statistics, resources, and services available locally, and analyses of community needs.
Transferred to Archives after 10 years under H 0193.

3448 Northern Health - In-Service Packages
Employee training materials such as audio-visual aids and handouts.
Destroyed after 5 years under H 0192.

NUMBERS 3449-3451 NOT USED

3452 Regional Operations - **Office Files**
Destroyed after 5 years under H 0013.

3453 Mental Health Client Files
Medical, social and mental health services provided to clients. Includes data face sheet (case opening or closing), intake documents (referrals, assessments), financial forms, residential care rate authorizations, medical consultations, Orders of Supervision, and annual reviews.
Destroyed 7 years after file closure under H 0182.

3454 Public Health Nursing Daily Activity Form
Daily activity and time spent by public health nurses in the field.
Destroyed under H 0125.

3455 Public Health Nursing Statistics - **Computer System**
Statistics of daily activities of public health nurses in the field.
Destroyed once data verified (activity forms); destroyed after 3 years (quarterly summary); destroyed after 7 years (annual summary), **subject to archival selection**, under H 0028.

3456 Homemaker Payroll - Employee Earning Cards
Summary of employee earnings and deductions.
Destroyed after 50 years under H 0030.

**MANITOBA HEALTH**

3457 Continuing Care - Client Files
Applications/assessment forms, social/medical history, admission/discharge sheets, referrals, home care administrative records (requisitions for equipment and supplies), assessments for personal care homes.
Destroyed after 7 years, **subject to archival selection**, under H 0018.

3458 Continuing Care - Client Files (Volunteers' Copies)
Medical and social service histories of clients. May include service request forms and notices of service.
Destroyed after 1 year under H 0147.

3459 Regional Operations - Public Health Nursing Client Files
Medical and social services provided by public health nursing staff to clients. Includes nursing reports, correspondence, progress notes concerning communicable disease, maternal and child health, and child care.
Destroyed 7 years after closure, **subject to archival selection**, under H 0283.

3460 Regional Operations - School Health Records
Medical and social services to school children includes school health record card, immunization record, screening tests (hearing, sight), and allergy notations.
Destroyed 27 years after client date of birth under H 0285.

3461 Regional Operations - Commitment Accounting
Invoices, requisitions, and Voucher Accounting System reports.
Destroyed after 2 years under H 0286.

3462 Regional Operations - Tuberculosis Listings and Correspondence
Identifying information concerning tuberculosis patients including patient listing, residence, medication, and X-ray records. May also include notices of discharge and examination and related correspondence.
Destroyed after 1 year under H 0287.

3463 Regional Operations - Audiology Client Files
Hearing services to clients including referrals, audiogram, audiological report, tympanometer report, electracoustic results, hearing aid evaluation forms, and hearing aid check form.
Destroyed 7 years after closure under H 0282.

3464 Regional Operations - Home Economics Client Files
Home Economics services, such as nutrition and money management advice and counselling, to clients.
Destroyed 2 years after closure under H 0284.

3465 Regional Operations - Authorization and Cancellation Vouchers
Home care services provided by the Victorian Order of Nurses and Community Therapy to Home Care clients.
Destroyed after current year under H 0288.

MANITOBA HEALTH

3466 Homemaker Payroll Time Sheets
Destroyed after 10 years, with the exception of cheque registers which are transferred to the Archives under H 0016.

3467 Homemakers - **Employee Files**
Destroyed after 4 years under H 0017.

3468 Attendance/Overtime Reports
Destroyed after 7 years under H 0014.

3469 **Accounts Payable**
Destroyed after 4 years under H 0015.

3470 COMMUNITY HEALTH SERVICES
Health Promotion

Health Promotion is responsible for the development of health promotion programs in order to influence positive health attitudes, knowledge, and lifestyle behaviour. Program areas include nutrition, health education, smoking prevention, diabetes education, services to seniors, and cardiovascular health.

Internal Indexes: Health Promotion Files - Nominal Index

Records

3471 Health Promotion - **Office Files**
Destroyed after 2 years under H 0084.

NUMBERS 3471-3473 NOT USED

3474 **Requisitions**
Destroyed after 7 years under H 0085 and H 0093.

3475 **Invoices**
Destroyed after 4 years under H 0086.

3476 **Voucher Accounting System** - S, T (3-6), V, X
Destroyed after 2 years under H 0087.

3477 COMMUNITY HEALTH SERVICES
Continuing Care

Continuing Care coordinates home care services throughout Manitoba and assesses personal care homes placements. The branch evaluates and monitors programs, and establishes and maintains standards. It is responsible for staff development and liaison with other components of the health care system. Programs are administered through the Department's regional offices and sub-offices, and designated rural health centres.

Internal Indexes: Continuing Care Policy Guidelines and Program Manual.

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Records

3478 Continuing Care - **Office Files**
Destroyed after 6 years under H 0036.

3479 Continuing Care Registry Cards
Continuing Care client data including: names, addresses, birthdates, numbers assigned by Continuing Care, **Social Allowances**, Manitoba Health Services Commission, personal care homes, opening and closing dates.
Destroyed after 6 years under H 0035.

3480 Homemaker Services - Client Files
Destroyed after 1 year under H 0146.

3481 Regional Statistics
Continuing Care and Home Care caseload reports including: admissions, non-admissions, discharges, resource uses, personal care home waiting lists and panel assessments, sources of referrals.
Destroyed after 25 years under H 0037.

3482 Statistical Working Papers
Compilation of summary of regional statistical data regarding caseload movement.
Destroyed after 1 year under H 0038.

3483 **Invoices** - Medical Supply Patients
Cheques made against the Continuing Care **appropriation** for medical supplies issued to Continuing Care clients by Medical Supplies and Home Care Equipment Branch.
Destroyed after 1 year under H 0040.

3484 **Invoices**
Destroyed after 1 year under H 0039.

3485 **Voucher Accounting System** - (S, T (4-7), U, X
Destroyed after 1 year under H 0041.

3486 **Employee Files** - Volunteers
Application forms, resumes, assignment records, evaluations.
Destroyed 3 years following termination of activity under H 0148.

3487 COMMUNITY HEALTH SERVICES
Hearing Conservation

Hearing Conservation is responsible for the development and evaluation of clinical, preventative and educational audiology services delivered through regional hearing centres. The branch maintains a congenital deafness registry.

MANITOBA HEALTH

Records

3488 Hearing Conservation - **Office Files**
Destroyed after 2 years under H 0096.

3489 High Risk Registry Client Files
Monitoring of infants identified at birth as possessing a high risk of hearing impairment. Includes correspondence concerning initial hearing assessment and follow-up attention where required.
Destroyed 1 year after closure under H 0191.

3490 Hearing Centre Assessment Statistics
Regional hearing assessment statistics indicating number of assessments conducted and number of individuals assessed as having hearing problems.
Destroyed after 10 years under H 0188.

3491 Newborn Audiology Printout
Listing of infants born with high risk of hearing impairment. Includes names, dates of birth, family names, addresses, Manitoba Health Services Commission numbers, and identified risk factors (for example, low birth weight).
Destroyed after 1 year under H 0189.

3492 Industrial Audiometric Technician Student Files
Application, examination and certification of audiometric technicians.
Destroyed after 3 years, with the exception of certification evidence which is destroyed after 30 years under H 0190.

3493 **Requisitions**
Destroyed after 7 years under H 0097.

3494 **Invoices - Accounts Payable**
Destroyed after 4 years under H 0098.

3495 **Voucher Accounting System** - S, T (3-6), V, X
Destroyed after 2 years under H 0099.

3496 COMMUNITY HEALTH SERVICES
Environmental Health Services

Environmental Health Services assesses the effects of environmental factors, other than organisms, on human health, and assists in the development of program and policy proposals designed to monitor, control, and regulate environmental factors affecting human health.

Records

3497 Environmental Health - **Office Files**
Destroyed after 2 years under H 0080.

3498 Environmental Project Reports
Environmental impact assessment reports prepared by Manitoba Environment Assessment Review Agency and the Clean Environment Commission.
Transferred to Archives after 5 years under H 0185.

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3499 **Health and Environmental Review Committee Minutes**
Deliberations and decisions concerning public and environmental health.
Transferred to Archives after 5 years under H 0198.

3500 Committee Files
Decisions of various departmental, inter-departmental, provincial and federal committees concerned with public health and environmental health.
Destroyed after 5 years, subject to archival selection of committee minutes only under H 0199.

3501 **Requisitions**
Destroyed after 7 years under H 0081.

3502 **Invoices - Accounts Payable**
Destroyed after 4 years under H 0082.

3503 **Voucher Accounting System** - S, T (3-6), V, X
Destroyed after 2 years under H 0083.

3504 DENTAL HEALTH SERVICES

Dental Health Services provides a complete range of chairside preventive treatment services to all areas of Manitoba with the exception of the cities of Winnipeg and Brandon. Preventive dental health public programs include the weekly fluoride rinse program, daily brushing program and dental health classroom education. A school-based Kindergarten Dental Health Program, delivered by dental health nurses, operates in some school divisions. Dental Health also provides public health/preventive programs to senior citizen centres, centres for the mentally handicapped and to child day care centres. Educational services are provided to prenatal and postnatal classes, career days in schools, parent meetings, pre-schoolers, and teacher in-services.

Internal Indexes: Dental Health Procedures Manual.

Records

3505 Dental Health - **Office Files**
Destroyed after 2 years under H 0092.

3506 Children's Dental Charts
Dental services provided to children on the Children's Dental Program including dental X-rays.
Destroyed after 6 years under H 0151.

3507 Claims Review Committee - **Minutes**
Decisions of the Claims Review Committee which reviews financial claims submitted by private practice dentists for services provided under the Children's Dental Program.
Destroyed after 6 years under H 0183.

## MANITOBA HEALTH

3508 Fluoridation Grant Files
Authorization for funding, and the purchase and installation of fluoridation equipment. Includes by-laws, approvals of the Minister, Orders-in-Council, and equipment purchase receipts.
Destroyed after 3 years under H 0184.

3509 Statistical Dental Reports
Statistics concerning volume, cost and type of service delivered, and staff productivity.
Destroyed monthly under H 0186.

3510 Invoices - Accounts Payable
Destroyed after 4 years under H 0094.

3511 Voucher Accounting System - S, T (3-6), V, X
Destroyed after 2 years under H 0095.

### 3512 COMMUNITY HEALTH SERVICES
Chief Public Health Nurse

The Chief Public Health Nurse provides advice on community nursing practices to public health nurses, particularly concerning nursing practices and standards.

### 3513 PROVINCIAL GERONTOLOGIST

The Provincial Gerontologist ensures an integrated approach to program and policy planning for seniors. The office provides gerontological advice, consultation and information to government, community organizations, educators and the public.

Records

3514 Provincial Gerontologist - Office Files
Destroyed after 6 years under H 0042.

3515 Research Data
Research data concerning seniors' health needs and services available.
Destroyed after 8 years, subject to archival selection, under H 0069.

### 3516 POLICY AND PLANNING SECRETARIAT

Policy and Planning Secretariat provides planning, evaluation, and research activities for Manitoba Health and for the Manitoba Health Services Commission. It provides support services to management committees, evaluates proposals for changes in the health care system, and assists with human resource planning.

MANITOBA HEALTH

Records

3517 Policy and Planning - Office Files
Destroyed after 3 years under H 0300.

3518 Policy Reports and Files
Research reports concerning health issues such as Continuing Care and chiropractic services.
Destroyed after 10 years, subject to archival selection, under H 0302.

3519 Federal-Provincial Files
Decisions and deliberations of federal-provincial committees on health issues including minutes of the following: Health Human Resource Committee, Vital Organ Transplant Centres Working Group, Federal-Provincial Ministers of Health, Federal-Provincial Deputy Ministers of Health, and the National Physicians Database Working Group.
Destroyed after 10 years, subject to archival selection, under H 0303.

3520 Health and Welfare Research Grant Files
Health and Welfare Canada grant applications and related correspondence submitted on behalf of health professionals in Manitoba.
Destroyed after 7 years under H 0047.

3521 Commitment Accounting Files
Voucher Accounting System reports.
Destroyed after 2 years with the exception of year-end reports which are destroyed after 6 years under H 0301.

3522 OFFICE OF THE CHIEF PROVINCIAL PSYCHIATRIST

The Office of the Chief Provincial Psychiatrist administers The Mental Health Act and provides professional consultation services to the Department in the delivery of mental health services. The Office also responds to requests to place mentally disordered persons under supervision in accordance with The Mental Health Act.

Records

3523 Chief Provincial Psychiatrist - Office Files
Destroyed after 2 years under H 0029.

3524 Review Board Files
Review of the status of patients in psychiatric facilities. Includes correspondence with patient, physicians, and psychiatric assessment prepared by physician not associated with facility concerned.
Destroyed 4 years after closure under H 0276.

3525 Client Correspondence Files
Correspondence with regional field staff, physicians, Public Trustee, and others concerning individuals in need of service but not placed under an Order-of-Supervision.
Destroyed 2 years after closure under H 0277.

3526 Order of Supervision Files
Destroyed 6 years following closure under H 0027.

3527 MENTAL HEALTH

Mental Health provides a comprehensive range of mental health services to Manitobans. Services include psychiatric consultations, a broad range of community-based services to the post-mentally ill residing in the community; specialized treatment for children and adolescents with psychiatric disorders; psychiatric assessments of mentally disturbed offenders for the Courts, probation services and corrections, and institutional care and treatment for mentally ill persons.

Records

3528 Assistant Deputy Minister - Office Files
Transferred to Archives after 5 years, under H 0004.

3529 Physician Contract Files
Administration of contracts with Mental Health Services physicians offering psychiatric or medical services. May include resumes, Orders-in-Council, Treasury Board submissions, and MEIS reports.
Destroyed 2 years after closure under H 0275.

3530 MENTAL HEALTH
Mental Health Programs

Mental Health Programs coordinates the development of hospital and community-based mental health services. Activities include the development of alternatives to institutional care, establishment of program standards, monitoring and evaluation of programs and services, and the provision of mental health staff training and development programs.

Mental Health Programs include Clinical, Rehabilitation, and Promotion and Prevention.

Records

3531 Commitment Accounting Files
Voucher Accounting System and invoices accounts payable.
Destroyed after 2 years under H 0181.

3532 MENTAL HEALTH
Mental Health Programs
Clinical

Clinical coordinates the development, implementation and promotion of quality clinical/therapeutic programs. Activities include the identification of the required clinical programs and educational and professional training needs of clinical staff, and the development and implementation of treatment methods and intervention techniques.

MANITOBA HEALTH

3533 MENTAL HEALTH
Mental Health Programs
Rehabilitation

Mental Health Rehabilitation coordinates the identification and development of psycho-social rehabilitative programs. Activities include developing standards for residential, vocational, recreational and life skills programs, and planning and developing provincial rehabilitative programs.

3534 MENTAL HEALTH
Mental Health Programs
Promotion and Prevention

Mental Health Promotion and Prevention coordinates the development, implementation and maintenance of preventative mental health programs which support a healthy emotional/psycho-social life style. Activities include: the development and implementation of preventative educational outreach programs for schools, community groups and vulnerable target populations; promoting awareness of special mental health needs of specific target groups including cross-cultural awareness; and developing primary prevention programs in Mental Health.

3535 MENTAL HEALTH
Mental Health Services

Mental Health Services coordinates the provision of mental health services throughout Manitoba which are delivered through regional operations, mental health centres, general hospitals and the Forensic Services Program.

3536 MENTAL HEALTH
Mental Health Services
Forensic Services

Forensic Services provides expert psychiatric and psychological opinions on adult offenders to the Courts, correctional institutions, probation services, police and relevant social agencies. The branch also provides short-term hospital treatment of selected forensic cases, out-patient treatment and follow-up to reduce the risk of offender re-involvement in criminal activities.

Records

3537 Forensic Services - Forensic Client Registers
Patients in care including name, chart, admission/discharge date, place of referral, diagnosis, and criminal charge(s).
Destroyed 2 years after date of last entry under H 0297.

MANITOBA HEALTH

3538 Forensic Services - Crime Index Records
Criminal charges by type of crime including names of accused, and Health Sciences Centre file numbers.
Destroyed once function has terminated under H 0298.

3539 Forensic Services - Forensic Client Files and Index
Client assessments provided to the Crown or to defence lawyers. May include: psychiatric, psychological and social work assessments; remand warrants; medical certificates; forms prescribed by The Mental Health Act regarding warrants for committal, apprehension, confinement, or medical examination; and final report.
Transferred to Archives after 30 years under H 0299.

3540 MENTAL HEALTH
Mental Health Services
Mental Health Centres

The Mental Health centres provide psychiatrically disturbed persons with comprehensive psychiatric treatment on a twenty-four hour basis within a safe and comfortable setting. The centres also offer a range of specialized social work, occupational therapy, out-patient, day care, and follow-up services and programs as well as specialized training programs through the Schools of Psychiatric Nursing.

3541 MENTAL HEALTH
Mental Health Services
Brandon Mental Health Centre

Brandon Mental Health Centre provides mental health services to residents in Westman, Parklands and the western half of the Department's Central Region. The Centre also maintains an out-patient department for children and adults in Brandon and surrounding area.

Internal Indexes: Clinical Records Computer Manual, Policy and Procedure Manual, Master Patient Index.

Records

3542 Brandon Mental Health Centre - All Departments - Office Files
Destroyed after 2 years, with the approval of respective department directors, under H 0237.

3543 Brandon Mental Health Centre Business Office - Office Files
Destroyed after 2 years under H 0100.

3544 Committee Minutes
Deliberations and decisions of Brandon Mental Health Centre committees. Mandates vary but include specific patient care concerns, professional interests, administration of facilities, space and buildings, programs.
Destroyed after 10 years, subject to archival selection, under H 0209.

MANITOBA HEALTH

3545 Annual Reports
Transferred to Archives after 10 years under H 0210.

3546 Business Office - Inventory Records - Furniture/Equipment
Location, use, and repair of furnishings and equipment at the Centre.
Destroyed after 1 year following removal of furniture or equipment under H 0107.

3547 Business Office - Food Inventory Records
Distribution and receipt of food supplies to and from the Centre's stores.
Destroyed after 7 years under H 0123.

3548 Business Office - Non-food Inventory Records
Inventories of furniture, fixtures, housekeeping and medical supplies.
Destroyed after 7 years under H 0124.

3549 Business Office - Dietary Records - Meal Ticket Transactions
Meal ticket sales issued to staff and complimentary tickets to out-patients.
Destroyed after 2 years under H 0115.

3550 Business Office - Vehicle Control - Reports
Destroyed after 4 years under H 0105.

3551 Business Office - General Ledger
Monthly and yearly balances of the following accounts: contingency, revenue, special trusts (donations and bequests), patients' trusts (amounts under $400.00).
Transferred to Archives after 7 years following completion of ledger under H 0122.

3552 Business Office - Journal Ledgers
Destroyed after 7 years under H 0121.

3553 Business Office - Synoptic Ledger
Financial transactions from the general ledger.
Destroyed after 7 years under H 0120.

3554 Business Office - Commitment Ledger
Expenditures by appropriation.
Destroyed after 5 years under H 0112.

3555 Business Office - Receipt Books
Destroyed after 7 years under H 0110.

3556 Business Office - Official Receipts and Monthly Return of Official Receipts
Monthly receipt of funds by the Centre.
Destroyed after 7 years under H 0109.

3557 Business Office - Invoices - Accounts Receivable
Destroyed after 7 years under H 0119.

MANITOBA HEALTH

3558 Business Office - **Requisitions**
Destroyed after 7 years under H 0106.

3559 Business Office - **Requisitions** (Control Ledger)
Destroyed after 5 years under H 0113.

3560 Business Office - **Invoices - Accounts Payable**
Destroyed after 4 years under H 0103.

3561 Business Office - **Invoices - Accounts Payable** - Control Ledger
Destroyed after 5 years under H 0111.

3562 Business Office - Bank Statements, Cheques, Reconciliations
Expenditures and balances of various accounts including contingency, special (donations and bequests), and patients' trusts (amounts under $400.00).
Destroyed after 7 years under H 0108.

3563 Business Office - Local Purchasing Ledger
Chronological record of supplies and equipment purchased from local suppliers by the Centre.
Destroyed after 5 years under H 0114.

3564 Business Office - **Voucher Accounting System** - S, T (3), V, X
Destroyed after 2 years under H 0102.

3565 Business Office - Activity and Object Code Ledger
Expenditures by object code.
Destroyed after 5 years under H 0117.

3566 Business Office - Expense Accounts
Destroyed after 4 years under H 0104.

3567 Business Office - Long Distance Telephone Call Ledger
Long distance calls placed by staff and patients.
Destroyed after 7 years under H 0118.

3568 Business Office - Dietary Ledger
Monies received for meal tickets sales to staff.
Destroyed after 7 years under H 0116.

3569 Personnel - **Competition Files**
Destroyed after 2 years under H 0234.

3570 Personnel - **Employee Files**
Destroyed 60 years after departure of incumbent under H 0235.

3571 Personnel - **Classification Files**
Destroyed 2 years after position abolished under H 0233.

MANITOBA HEALTH

3572 Personnel - Employee Health Records
Employee health data including initial interview concerning medical history, subsequent visits to staff nurse or physician, record of accidents, date and type of immunizations received, laboratory and X-ray reports.
Destroyed 1 year after departure of incumbent under H 0232.

3573 Personnel - Educational Attendance Records
Employee attendance at educational sessions and workshops.
Destroyed after 10 years under H 0230.

3574 Personnel - Educational Resource Files
Educational sessions conducted indicating course objectives and content.
Destroyed 5 years after course is discontinued under H 0229.

3575 Personnel - Employee Education Records
Employee participation in educational sessions (name, profession, session titles, dates, costs).
Transferred to Personnel upon departure of incumbent under H 0228.

3576 Personnel - Volunteer Files
Volunteers' activities at the centre.
Destroyed after 5 years under H 0231.

3577 Personnel - Register of Inactive Volunteers
Listing of inactive volunteers including name, address, skills, previous placements and performance evaluation.
Destroyed after 5 years under H 0236.

3578 Clinical Records - Patient Files
Diagnostic and treatment history of patients in the care of the Centre. May include histories (psychiatric, social); psychological assessments, assessments and evaluations from all disciplines; admissions/discharge records; treatment records, medical tests results, list of valuables, visitors' record, correspondence.
Portion of file destroyed after 2 years, remainder microfilmed and destroyed after 2 years or 15 years under H 0179.

3579 Clinical Records - Disease and Therapy Indexes
Record for each disease or therapy indicating the patients, and other diseases patients are diagnosed as having, or therapy received.
Destroyed 2 years after microfilming (originals); destroyed after 18 years (microfilm) under H 0217.

3580 Clinical Records - Statistical Summaries
Statistical summaries of patient movement (admissions, discharges, diagnosis, days stayed) and worker activities (number of patients seen, type and duration of contact).
Transferred to Archives after 10 years under H 0216.

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3581 Nursing - Office Records
Daily activities of the Nursing Department. Includes patient appointments for consultation and surgery, electro-convulsive therapy, and transportation to and from the Centre.
Destroyed 1 year under H 0214.

3582 Nursing - Central Office Report Book
Twice daily reports concerning ward activities such as admissions, discharges, physical or psychological incidents, deaths.
Destroyed after 2 years under H 0213.

3583 Nursing - Incident Records
Irregular incidents such as accidents, medication errors, elopements, emergencies, fires or other unusual occurrences.
Destroyed after 2 years, with the exception of the aggregate statistics which are destroyed after 10 years under H 0212.

3584 Nursing - Patient Registers and Census
Admissions and discharges as well as patient census sheets which include probations, deaths, elopements and returns, leave passes, leave passes to hospital, returns, transfers and patient counts.
Destroyed after 5 years with the exception of the census sheets which are destroyed after 2 years under H 0211.

3585 Occupational Therapy - Workload Measurement Records
Patient time unit forms indicate staff time spent in activities with patients. Monthly and annual summaries of activities include narrative interpretation.
Destroyed after current year (time unit forms); destroyed after 5 years (summaries) under H 0218.

3586 Infection Control - Infection Control Records
Incidents of infection within the Centre. Infection worksheets include patient name, identification of infection, pathogen (disease causative agent) and antibiotic prescribed. Monthly and annual reports summarize identified infections and indicate unusual incidents of infection.
Destroyed after 1 year (worksheets); destroyed after 10 years (reports) under H 0223.

3587 Infection Control - Patient Infection Cards
Patient infection history including diagnosis and treatment.
Transferred to Clinical Records (H 0179) upon notification of discharge, or death, of patient under H 0224.

3588 Pharmacy - Prescriptions
Drug prescriptions (in and out-patients) indicating drug supplied, dosage and quantity.
Destroyed 6 years after prescription expires under H 0225.

3589 Pharmacy - Patient Medical Profiles
Listing of drugs prescribed for individual patients. Indicates name, quantity, dosage dispensed, by whom, and includes clinical data.
Destroyed after 6 years under H 0226.

MANITOBA HEALTH

3590 Pharmacy - Narcotic and Control Drug Records
Drug transactions including Narcotic and Control Drug Form (audit of drug supplies taken at change of nursing shifts), Control Substance Account Form (inventory of drugs and transactions occurring), Narcotic and Control Drug Administration Record (drugs administered by attending staff).
Destroyed after 6 years under H 0227.

3591 Dietary Department - Patient Diet Records
Patients' dietary needs including: diet category for medical problems (for example diabetic diet), medication received, nutritional assessment and individual diet plans.
Destroyed 5 years after closure under H 0221.

3592 Dietary Department - Dietary Operational Records
Supply, preparation, and quality control of food for patients and staff, and the maintenance of equipment.
Destroyed after 1 year under H 0222.

3593 Housekeeping - Supply Usage Records
Bi-weekly usage by each ward of housekeeping supplies with quarterly and annual summaries of units used and costs.
Destroyed after 2 years under H 0219.

3594 Housekeeping - Equipment Inventory Records
Inventories of equipment purchased including year purchased, area or ward, model, serial number, warranty cards.
Destroyed 6 years after disposal of item under H 0220.

3595 Library - Office Files
Destroyed after 2 years under H 0101.

3596 Library - Operational Records
Ordering, cataloguing and circulation of library materials.
Destroyed 2 years after resource material received and payment has been made under H 0208.

3597 School of Nursing - Nursing Student Records
Nursing Students registration and grades.
Destroyed once graduation and grade record is prepared or transferred to student upon graduation, with the exception of the graduation and grade record itself which is destroyed after 40 years under H 0207.

3598 School of Nursing - Nursing Curriculum Objectives and Course Exams
Objectives and examinations for School of Nursing courses.
Destroyed after current year under H 0206.

3599 MENTAL HEALTH
Mental Health Services
Selkirk Mental Health Centre

Selkirk Mental Health Centre provides in-patient and out-patient treatment to the residents of the Department's Interlake, Eastman, Thompson, Norman and Winnipeg Regions.

MANITOBA HEALTH

Internal Indexes: Policy and Procedure Manual, Master Patient Index.

Records

3600 All Departments - **Office Files**
Destroyed after 2 years under H 0295.

3601 Committee Minutes
Deliberations and decisions of Selkirk Mental Health Centre committees. Mandates vary but include specific patient care concerns, professional interests, administration of facilities, space and buildings, and programs.
Destroyed after 10 years under H 0296.

3602 Financial Services - **Office Files**
Destroyed after 4 years under H 0138.

3603 Financial Services - Cost-Sharing Records
Quarterly listing of salaried occupational therapy positions and costs under Vocational Rehabilitation of Disabled Persons Agreement.
Destroyed after 7 years under H 0160.

3604 Financial Services - **Budget** Submissions
Destroyed after 5 years under H 0136.

3605 Financial Services - **Vehicle Control** - Vehicle Mileage Reports
Destroyed after 4 years under H 0140.

3606 Financial Services - Meal Ticket Reconciliation
Record of tickets sold to staff and monies received.
Destroyed after 3 years under H 0145.

3607 Financial Services - Patient Envelopes
Patient monies kept on the ward including deposit and withdrawal transactions.
Destroyed after 7 years under H 0143.

3608 Financial Services - Patients' Trust Accounts - Financial Records
Financial transactions regarding patient trust account monies (amounts under $400.00) received and disbursed including deposit slips, bank statements, paid cheques, and cheque stubs.
Destroyed after 7 years under H 0158.

3609 Financial Services - Patients' Trust Accounts - Ledger Cards
Balance of funds in patients' accounts (amounts under $400.00).
Destroyed after 10 years under H 0159.

3610 Financial Services - Patients' Trust Account Journal
Bank, fund, cash and fund reconciliations and source journal indicating daily receipts and expenditures regarding patient trust account monies (amounts under $400.00).
Destroyed after 7 years under H 0178.

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3611 Financial Services - Patients' Trust Accounts - Receipts
Record of deposits to patients' trust accounts (amounts under $400.00).
Destroyed after 1 year under H 0133.

3612 Financial Services - Patients' Trust Accounts - Expenditures
Requests for expenditures from patient trusts.
Destroyed after 7 years (originals); destroyed after 2 copies (copies) under H 0053 and H 0054.

3613 Financial Services - Long Distance Telephone Call Record (Personal)
Personal long distance calls made by staff, recorded for collection purposes.
Destroyed 2 years after payment under H 0137.

3614 Financial Services - Expense Accounts
Destroyed after 4 years under H 0132.

3615 Financial Services - Contingency Account Records
Contingency account journal, receipts issued, deposit slips, paid cheques and stubs, monthly reconciliations pertaining to the contingency account (petty cash fund).
Destroyed after 7 years under H 0157.

3616 Financial Services - Official Receipts
Destroyed after 7 years under H 0134.

3617 Financial Services - Requisitions
Destroyed after 7 years under H 0141.

3618 Financial Services - Requisitions for Goods not under Contract
Destroyed after 4 years under H 0161.

3619 Financial Services - Purchase Order
Destroyed after 4 years under H 0162.

3620 Financial Services - Invoices - Accounts Payable
Destroyed after 4 years under H 0131.

3621 Financial Services - Financial Status Reports
Expenditures to date and anticipated expenditures for the remainder of the fiscal year.
Destroyed after 2 years under H 0142.

3622 Financial Services - Voucher Accounting System - S, T (3), V, X
Destroyed after 4 years under H 0144.

3623 Personnel - Payroll System - Registers
Destroyed after 7 years under H 0048.

3624 Personnel - Competition Files
Destroyed after 2 years under H 0261.

3625 **Employee Files**
Destroyed 60 years after closure under H 0049.

3626 Personnel - **Classification** Files
Destroyed 2 years after position abolished under H 0262.

3627 Clinical Records - Patient Clinical Records
Diagnostic and treatment history of patients in the care of the Centre. May include histories (psychiatric, social), psychological assessments, assessments and evaluations from all disciplines, admission/discharge records, treatment records, medical test results, list of valuables, vistors' record, correspondence.
Destroyed variably with the exception of microfilmed portions which are transferred to Archives after 5 years under H 0289.

3628 Clinical Records - Master Patient Index and Death Register
Patient summaries including date of admission or separation, date of birth, next of kin, marital status, file number, initial attending physician, and referral source. Death register records name, date of birth, cause of death, attending physician, and whether or not autopsy was conducted.
Transferred to Archives after 100 years under H 0290.

3629 Clinical Records - Disease and Therapy Indexes.
Destroyed after 20 years under H 0263.

3630 Clinical Records - Statistical Records
Statistical summaries of patient movement (admissions, discharges, diagnosis, days stayed) and activities (number of patients seen, type and duration of contact).
Transferred to Archives after 10 years under H 0264.

3631 Nursing - Operational Records
Daily activities of the Nursing Department. Includes: one-to-one observation record (patient name and reason for observation, length of time observed, category of nurse assigned), out-patients' appointments, record of ambulance usage, and bus bookings.
Destroyed after 2 years under H 0260.

3632 Nursing - Patient Registers and Census
Daily census of patients in care including admissions, discharges, deaths, other dispositions and patient photographs.
Destroyed after 1 year under H 0292.

3633 Nursing - Central Office Report Book
Daily ward incident record. May include notation of patient deaths, physical or psychological incidents.
Destroyed after 2 years under H 0258.

3634 Nursing - Educational Attendance Records
Employee attendance at educational sessions and workshops.
Destroyed after 5 years under H 0266.

## MANITOBA HEALTH

3635 Nursing - Nurse Training and Development Needs Identification Records
Identification of employee training and development needs and goals.
Destroyed after current year under H 0267.

3636 Nursing - Educational Resource Records
Educational sessions conducted indicating course objectives and content.
Destroyed 2 years after course is discontinued under H 0268.

3637 Dietary - Patient Diet Records
Patient dietary needs including dietary referral and nutritional assessment form identifying name, diet category for special medical problems such as diabetes, medication received, and diet plan.
Destroyed 5 years after closure under H 0293.

3638 Dietary - Operational Records
Daily food services operations including information concerning appliances, sanitation, product testing, and recipe costs.
Destroyed after 2 years under H 0294.

3639 School of Psychiatric Nursing Program - Candidate Admission File
Evaluation of candidates for admission into the School of Psychiatric Nursing.
Destroyed after 2 years under H 0045.

3640 School of Psychiatric Nursing Program - Bursaries and/or Stipends Paid to Students (copies)
Applications for monies and amounts received, by students in Psychiatric Nursing Program as well as related correspondence.
Destroyed after fulfillment of terms of bursary under H 0135.

3641 Occupational Therapy - Program Files
Specific program information concerning various vocational, recreational, and occupational therapy programs offered by the centre.
Destroyed after 3 years under H 0257.

3642 Occupational Therapy - Workload Measurement Forms
Patient time unit forms indicating time staff has spent in activities with patients and monthly and annual activity summaries including narrative interpretations.
Destroyed after current year (patient time unit forms); destroyed after 5 years (summaries) under H 0255.

3643 Infection Control - Infection Control Records
Incidents of infection within the centre. Infection worksheets include patient name, identification of infection, pathogen (disease causative agent) and antibiotic prescribed. Monthly and annual reports summarize identified infections and indicate unusual incidents of infection.
Destroyed after 1 years (worksheets); destroyed after 10 years (reports) under H 0272.

MANITOBA HEALTH

3644 Social Services - Workload Measurement Records
Analysis of workload including report of staff time spent with patients according to service provided, annual summary and narrative interpretations.
Destroyed after 2 years under H 0273.

3645 Dental Office - Patient Dental Charts and X-rays
Patient dental records including name, ward, medication received at time of referral, dental examination and procedures conducted, recommendations for further work, and oral identification.
Transferred to Clinical Records after closure under H 0256.

3646 Quality Assurance - Working Papers and Reports
Quality of service audits in relation to established standards including audit working papers, summary of reports, and the quality assurance report indicating for each department the date of audit, audit topic, recommendations made, date of implementation.
Destroyed after 2 years, with the exception of the annual report which is transferred to Archives after 5 years under H 0259.

3647 Staff Health - Employee and Student Health Records
Employee health including medical and immunization forms from personal physician, visits to staff nurse or physician, accidents, sick leave summary.
Destroyed 3 years after departure of incumbent with the exception of the sick leave summary which is destroyed 3 years after date prepared under H 0265.

3648 Library - Operational Records
Ordering, cataloguing and circulation of library materials.
Destroyed 3 years after resource material received and payment has been made under H 0271.

3649 Library - Office Files
Destroyed after 2 years under H 0139.

3650 Stores - Stock Record Card Ledgers
Inventory of supplies, food, equipment in stock. Includes units issued and purchasing information.
Destroyed after 7 years under H 0274.

3651 Stores - Goods and Supplies Movement Record
Requisition, purchase, receipt, shipping and delivery of goods.
Destroyed after 7 years under H 0254.

3652 Mobile Support - Vehicle Control
Destroyed after 6 years under H 0270.

3653 Mobile Support - Night Security Reports and Punch Cards
Evidence of night security checks and observations.
Destroyed after 1 year under H 0269.

MANITOBA HEALTH

3654 **MENTAL HEALTH**
Mental Health Services
Child and Adolescent Mental Health Services

Child and Adolescent Mental Health Services provides comprehensive community mental health services to psychiatrically disturbed children/adolescents and their families, as close to their own communities as possible. Branch activities include: the identification, assessment and treatment of individuals; mental health consultation to agencies, schools, regional mental health teams, and government departments; and professional and public education. The branch provides a comprehensive program in community child/adolescent mental health and psychiatric and psychological opinions to the Courts, correctional institutions, probation services, police, and relevant social agencies relating to young offenders.

In conjunction with the Faculty of Medicine, University of Manitoba, the Branch undertakes the training in child psychiatry of community mental health care workers.

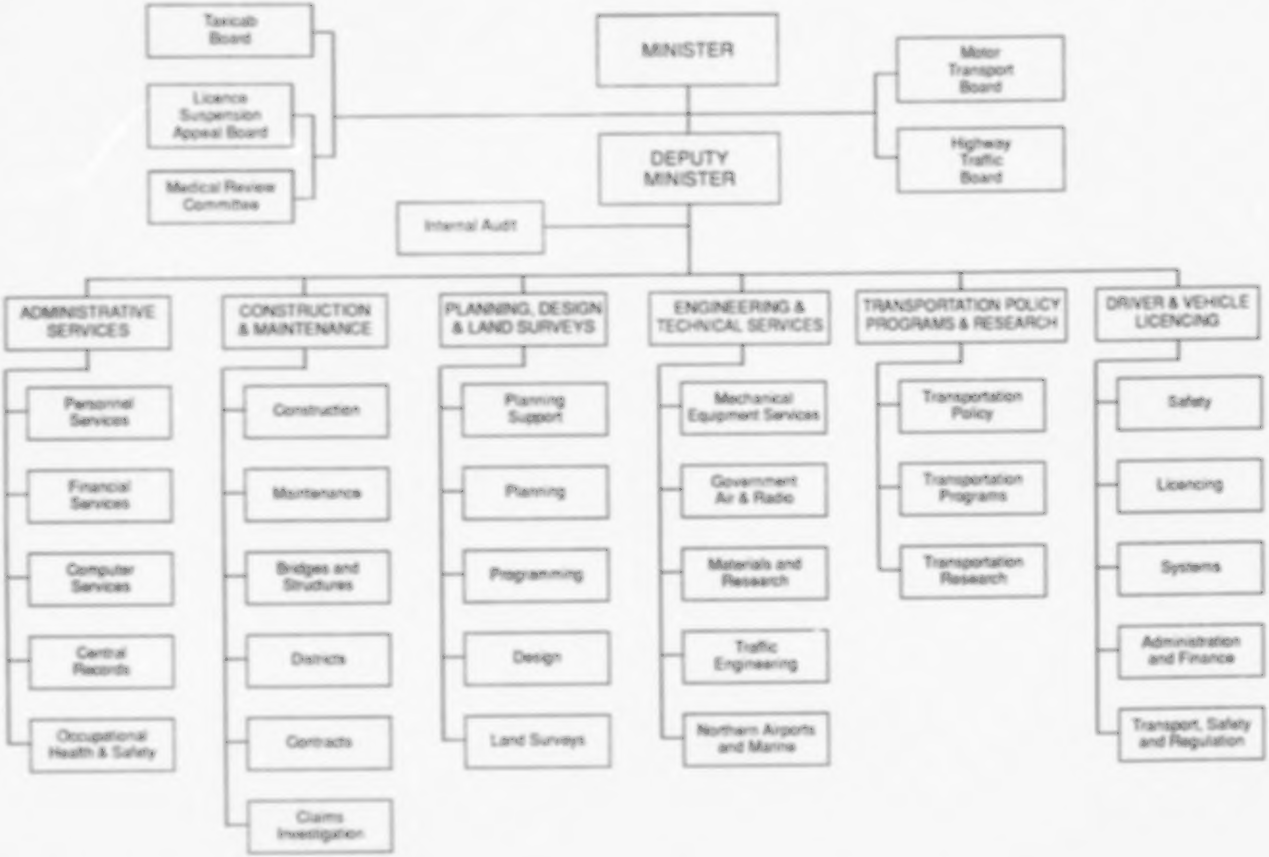
Records

3655 Physicians' Timetables
Names of clients seen by each physician and the time of appointments.
Destroyed after 6 years under H 0150.

3656 Community Mental Health Course Files
Courses offered to community mental health workers. Includes course description, content, and where applicable, examinations and results.
Destroyed after 2 years under H 0279.

3657 Children's Forensic Client Files
Forensic case assessments and recommendations to the Court. Includes consent from parent or guardian to release information, order for special report, and final report. May also include: police report; predisposition report; medical, psychiatric or psychological assessment; Court case notes from Crown Attorney's file.
Destroyed when client reaches 18 years of age or 5 years following date of last offence under H 0280.

## HIGHWAYS AND TRANSPORTATION


MINISTER
DEPUTY MINISTER
Taxicab Board
Licence Suspension Appeal Board
Medical Review Committee
Motor Transport Board
Highway Traffic Board
Internal Audit
ADMINISTRATIVE SERVICES
Personnel Services
Financial Services
Computer Services
Central Records
Occupational Health & Safety
CONSTRUCTION & MAINTENANCE
Construction
Maintenance
Bridges and Structures
Districts
Contracts
Claims Investigation
PLANNING, DESIGN & LAND SURVEYS
Planning Support
Planning
Programming
Design
Land Surveys
ENGINEERING & TECHNICAL SERVICES
Mechanical Equipment Services
Government Air & Radio
Materials and Research
Traffic Engineering
Northern Airports and Marine
TRANSPORTATION POLICY PROGRAMS & RESEARCH
Transportation Policy
Transportation Programs
Transportation Research
DRIVER & VEHICLE LICENCING
Safety
Licencing
Systems
Administration and Finance
Transport, Safety and Regulation

## MANITOBA HIGHWAYS AND TRANSPORTATION

3670 Manitoba Highways was first established in 1968. Prior to that date the Department of Public Works undertook responsibilities for construction and maintenance of provincial highways. The principal role of the Department is to ensure that Manitoba's transportation systems allow for the safe and efficient movement of goods and people.

3671 Applications for access to the records of Manitoba Highways and Transportation may be sent to the Access Coordinator:

Freedom of Information
Access Coordinator
Manitoba Highways and Transportation
17th floor, 215 Garry Street
Winnipeg
R3C 3Z1
Ph: 945-3881

Arrangements for examining records and for obtaining photocopies may be made through the Access Coordinator.

All government offices are listed by community at the end of the Access Guide green pages.

3672 The Access Officers for Manitoba Highways and Transportation are as follows:

Assistant Deputy Minister
Construction and Maintenance
Manitoba Highways and Transportation
16th floor, 215 Garry Street
Winnipeg
R3C 3Z1

Assistant Deputy Minister
Driver and Vehicle Licensing
Manitoba Highways and Transportation
201 - 1075 Portage Avenue
Winnipeg
R3G 0S1

Assistant Deputy Minister
Engineering and Technical Services
Manitoba Highways and Transportation
16th floor, 215 Garry Street
Winnipeg
R3C 3Z1

## MANITOBA HIGHWAYS AND TRANSPORTATION

3672 Executive Director
contd Administrative Services
Manitoba Highways and Transportation
17th floor, 215 Garry Street
Winnipeg
R3C 3Z1

Executive Director
Planning, Design and Land Surveys
Manitoba Highways and Transportation
14th floor, 215 Garry Street
Winnipeg
R3C 3Z1

Director
Transportation Policy, and Research
Manitoba Highways and Transportation
15th floor, 215 Garry Street
Winnipeg
R3C 3Z1

### MINISTER'S OFFICE

Internal Indexes: File Plan.

Records

3673 **Minister - Office Files**
Transferred to Archives after 5 years under HT 0212A.

3674 **Minister - Appointment Books**
Transferred to Archives after 5 years under HT 0214A.

3675 **Minister - Cabinet Records**
Transferred to Archives after 5 years under HT 0215A.

### MINISTERIAL RESPONSIBILITIES

3676 HIGHWAY TRAFFIC BOARD

The Highway Traffic Board protects the interest of the public, promotes safety of the highways and prevents encroachment onto limited access highways under The Highway Protection Act, portions of The Highway Traffic Act and The Off-Road Vehicles Act.

The Board administers all speed limits, traffic control device designs, pedestrian corridor locations, municipal and highway weight limits, classification of highway and bridge restrictions to provide motorists in every traffic jurisdiction with uniformity. The Board hears applications to erect structures above and below ground adjacent to

3676 contd limited access highways and applications to build access driveways onto limited access highways. In addition, the Board establishes locations and approves by-laws for off-road vehicle operations on or across provincial highways and within communities under The Off-Road Vehicles Act.

Records

3677 **Board - Office Files**
Destroyed after 5 years under HTB 0009.

3678 Hearings Tapes
Tape recordings of Board hearings.
Destroyed after 5 years, **subject to archival selection**, under HTB 0003.

3679 Minutes
Deliberations and decisions of the Board following public hearings where applications, claims, and grievances are heard. The minutes concern speed zones and areas, pedestrian corridors, bridge closures and weight restrictions.
Transferred to Archives after 15 years under HTB 0002.

3680 Board Orders
Orders issued under The Highway Traffic Act and The Highway Protection Act, Manitoba regulations, and related correspondence. Decisions concern speed limits, traffic control devices, and the establishment of limited access control lines/circles.
Transferred to Archives after 15 years under HTB 0001.

3681 Limited Access/Erection of Advertising Sign Files
Applications and authorities to construct structures or access driveways, or to erect advertising signage, in the vicinity of a limited access highway including sketches, correspondence with applicants, copies of hearing minutes, letters of notice to applicants complete with permit if authorized.
Destroyed after 35 years under HTB 0004.

3682 Traffic Files (Speed Limits)
Communications with municipalities regarding speed limits including municipal by-laws, regulations, recommendations, correspondence with traffic authorities.
Destroyed after 10 years under HTB 0005.

3683 Traffic Control Device Files
Applications and authorities to install traffic control devices for Provincial Highways including requests from Traffic Engineering, (Manitoba Highways and Transportation) or municipalities to erect pedestrian corridors or to impose weight restrictions.
Destroyed after 50 years, **subject to archival selection**, under HTB 0006.

3684 Approved Plans
Plans, which have been approved by the Board, illustrating highway locations where applications to construct access driveways onto limited access highways and erect structures above or below ground.
Destroyed following receipt of updated plans under HTB 0007.

3685 Card Indexes
Index to Board files and plans.
Destroyed after replacement under HTB 0008.

## 3686 LICENCE SUSPENSION APPEAL BOARD

The Licence Suspension Appeal Board hears appeals of individuals who have had their drivers' licences suspended by the Court or the Registrar of Driver and Vehicle Licensing. The Board is also authorized to hear appeals of suspensions, cancellations or denials of driving school permits, driving school instructor permits, automobile dealers permits, and salespersons' permits.

Internal Indexes: card index.

### Records

3687 Hearing Tapes
Tape recordings of Board hearings.
Destroyed after 1 year under HT/LS 0007.

3688 Licence Suspension Appeal Board Applications
Appeals to the Board including application forms stating need for drivers licence; driving records; specialized reports, such as statements from employers; Board orders.
Destroyed after 10 years under HT/LS 0001.

3689 Agenda Books
Hearings and dispositions including applicant's name, file number, residence, counsel's name (if applicable), time, date and location of hearing, and the decision.
Destroyed after 10 years under HT/LS 0008.

3690 Licence Suspension Appeal Board Files Index Cards
Appeal files index including name, address, date of birth, and file number of each appellant.
Destroyed after 10 years under HT/LS 0005.

3691 Licence Suspension Appeal Board Daily Record
Chronological record of application fees received including name, address, cash receipt number, and file number of each appeal.
Destroyed after 10 years under HT/LS 0006.

MANITOBA HIGHWAYS AND TRANSPORTATION

## 3692 MEDICAL REVIEW COMMITTEE

The Medical Review Committee hears appeals of individuals who have had their drivers' licences suspended, cancelled, declassed, or refused issuance for medical reasons such as vision problems, seizures, heart problems and alcohol related disease.

### Records

3693 Medical Review Committee - Daily Register
Chronological record of applications and fees paid including name, address, cash receipt number and file number.
Destroyed after 10 years under HT/LS 0003.

3694 Medical Review Committee - Application Files
Medical appeal applications concerning amendments to conditions on a licence including application form, driving record, committee order, and related correspondence.
Destroyed after 10 years under HT/LS 0002.

3695 Agenda Book
Includes applicant's name, file number, residence, counsel's name (if applicable), date and time of hearing, decision made by Medical Review Committee.
Destroyed after 10 years under HT/LS 0009.

3696 Medical Review Committee Files - Index Cards
Applicant files index including: name, address, date of birth, and file number of each applicant.
Destroyed after 10 years under HT/LS 0004.

## 3697 MOTOR TRANSPORT BOARD

The Motor Transport Board supervises motor carriers, the operations of public service vehicles and commercial trucks in Manitoba. It reviews and grants carrier applications, provides input for the regulation of motor carriers, establishes maximum transportation rates and charges for carriers, and monitors rates.

### Records

3698 Board Secretary - Office Files
Destroyed after 5 years under MTB 0023.

3699 Board Orders
Orders issued by the Board relating to regulation of public service vehicles, truck leasing, and household carrier operators in Manitoba.
Transferred to Archives after 15 years under MTB 0001.

3700 Hearings
Tape recordings of public hearings held by the Board.
Destroyed after 10 years, subject to archival selection, under MTB 0003.

MANITOBA HIGHWAYS AND TRANSPORTATION

3701 Hearings Transcripts
Verbatim transcripts (produced on demand only) of specific Board hearings.
Transferred to Archives after 2 years under MTB 0004.

3702 Board Minutes
Decisions of the Board following public hearings regarding applications, claims, grievances filed by carriers in Manitoba.
Transferred to Archives after 15 years under MTB 0002.

3703 Index to Hearings and Exhibits
Subject index to hearings and exhibits. Subjects include agendas, notes of proceedings, Board members, tape numbers, applicants, witnesses, exhibit numbers.
Transferred to Archives after 2 years under MTB 0005.

3704 Dockets
Operating approvals for carriers including docket numbers, names of applicants, authority requested, names of opposition (interested parties filing objections), Board members.
Transferred to Archives after 12 years under MTB 0006.

3705 **Public Service Vehicles** - Application Files
Applications (approved and rejected) for carriers' licences including correspondence with applicants, exhibits, supporting documents.
Destroyed after 3 years under MTB 0007.

3706 United States Reciprocity Certificates (copies)
Certificates for United States carriers operating in Manitoba under a reciprocal agreement.
Destroyed 7 years after cancellation or changes in agreement, under MTB 0009.

3707 Annual Carrier Reports
Financial reports regarding annual carrier operations in Manitoba.
Destroyed after 3 years under MTB 0010.

3708 Canadian Truck Lease Agreement
Commercial truck leases signed by lessor and lessee, and annual renewals.
Destroyed after 1 year under MTB 0011.

3709 **Public Service Vehicle** Carriers (Master)
Authorities for carriers to operate and evidence of annual licence renewal including Board dockets and interpretations of carrier authority.
Destroyed 10 years after cancellation under MTB 0012.

3710 **Public Service Vehicle** Carriers (Working Copies) (Truck and Bus)
Expired application forms.
Destroyed 1 year after licence renewal under MTB 0013.

3711 Household Goods Carriers Files (Master)
Authorizations to operate **Public Service Vehicles** including dockets and Board decisions.
Destroyed 7 years after cancellation under MTB 0014.

MANITOBA HIGHWAYS AND TRANSPORTATION

3712 Operating Authority Files
Licences approved under the **Canadian Agreement on Vehicle Registration** including Board dockets and decisions pertaining to specific carriers.
Transferred to Archives after 10 years under MTB 0018.

3713 Complaint Files
Complaints filed against shipping and trucking companies by the public including filed complaint, acknowledgement, related documents such as bills of lading, invoices, and records of disposition.
Destroyed after 2 years under MTB 0015.

3714 Driver and Vehicle Licensing Correspondence
Correspondence with Driver and Vehicle Licensing Branch regarding policy or licensing procedures.
Destroyed after 2 years under MTB 0017.

3715 Insurance Files
All current insurance policies issued to carriers including expired public liability, cargo and bond insurance policies.
Destroyed 1 year after cancellation or filing of new policy under MTB 0016.

3716 Director of Compliance - Office Files
Board compliance with federal and provincial statutes, orders, regulations and orders.
Destroyed after 5 years under MTB 0024.

3717 Inter-Municipal/Country Livery Files (Master)
Authorities for taxi carriers to operate outside Winnipeg including Board dockets and interpretations of authority.
Destroyed 10 years after authority is terminated under MTB 0025.

3718 Inter-Municipal/Country Livery Files (Subsidiary)
Record of carrier licence renewal including licence renewal and inspection forms.
Destroyed 1 year after public service vehicle licence is renewed under MTB 0026.

3719 Single Trip Permit Books
Copies of single trip permits (permission to transport goods on a public highway for one trip only) issued to clients.
Destroyed after 7 years under MTB 0022.

3720 Cash Record
Daily cash register receipts, copies of licences and permits, fees received for applications, leasing penalties and assessments.
Destroyed after 7 years under MTB 0019.

3721 **Cash Books**
Transferred to Archives after 7 years under MTB 0020.

3722 **General Ledger**
Transferred to Archives after 7 years under MTB 0021.

MANITOBA HIGHWAYS AND TRANSPORTATION

## 3723 TAXICAB BOARD

The Taxicab Board supervises and controls the licensing of taxicab and limousine drivers, handivans, taxicabs, limousines, and U-drive business operations in the City of Winnipeg.

Records

3724 Board Secretary - Office Files
Destroyed after 5 years under TX 0013.

3725 Board Orders
Orders establishing fares charged by taxicabs, limousines, and commercial wheel-chair van operators in Winnipeg, and orders causing the suspension or cancellation of a taxicab driver's licence.
Transferred to Archives after 15 years under TX 0001.

3726 Board Minutes
Decisions of the Board following public hearings of applications, claims and grievances.
Transferred to Archives after 15 years under TX 0002.

3727 Hearings
Tape recordings of public hearings held by the Board.
Destroyed after 6 years, subject to archival selection, under TX 0003.

3728 Dockets
Authorities to own a taxi-cab, limousine or commercial wheel-chair van, and authorities to operate a U-drive car or mobile home rental business. Includes: hearing notice, name of address and applicant, date, case disposition.
Destroyed after 4 years under TX 0004.

3729 Taxicab Operators' Files
Information regarding taxicab operators. Includes licence applications, inspection reports, taxicab bill of sale, copies of dockets.
Destroyed 6 years after termination of company operation under TX 0005.

3730 U-drive Operators' Files
Information regarding U-drive companies including licences, applications, inspection reports, copies of rental contracts.
Destroyed after 6 years, following termination of company operations, under TX 0006.

3731 Business Licences - Taxi and U-Drive
Cash received for annual operating licences.
Destroyed after 7 years under TX 0007.

3732 Drivers - Licensing Files
Licensing data of taxicab drivers including application, Driver and Vehicle Licensing Branch driving records, Winnipeg Police character references, medical records.
Destroyed after 3 years under TX 0008.

MANITOBA HIGHWAYS AND TRANSPORTATION

3733 Licence Card Index
Name and photograph of licensed taxicab driver including name of employing company and medical record dates.
Destroyed after 2 years under TX 0009.

3734 Inspection Files
Initiation and findings of vehicle and meter examinations on a regular and demand basis including details of complaints and violations, vehicle inspection forms, meter conditions.
Destroyed after 4 years, **subject to archival selection**, under TX 0012.

3735 General Correspondence
Inquiries from the public and communications with taxicab and U-drive operators and drivers.
Destroyed after 2 years, **subject to archival selection**, under TX 0011.

3736 Taxicab Driving Licences
Copies of taxicab drivers' licences.
Destroyed after 7 years under TX 0010.

## DEPUTY MINISTER

Internal Indexes: File Plan, Correspondence Register.

Records

3737 Deputy Minister - **Office Files**
Destroyed after 7 years, **subject to archival selection**; transferred to Archives after 6 and 10 years under HT 0134, HT 0242, and HT 0135.

3738 Deputy Minister - **Orders-in-Council**
Destroyed after 3 years under HT 0136.

## 3739 INTERNAL AUDIT

Internal Audit provides the Deputy Minister and departmental management with an independent systematic review and appraisal of all departmental operations.

Records

3740 Internal Audit - **Office Files**
Destroyed after 4 years under HT 0465.

3741 Audit Working Papers
Destroyed 10 years after completion under HT 0266.

## 3742 ADMINISTRATIVE SERVICES

Administration includes Personnel Services, Financial Services, Computer Services, Central Records, and Occupational Health and Safety.

MANITOBA HIGHWAYS AND TRANSPORTATION

Internal Indexes: Executive Director - Office Files - File Plan.

Records

3743 Executive Director - Office Files
Destroyed after 2 years under HT 0306.

3744 Executive Director - Treasury Board Minutes and Submissions
Destroyed after 10 years under HT 0220.

3745 Executive Director - Ministerial Pre-Clearances
Payment of accounts, contracts or construction order approvals, property purchase approvals, approved purchase orders.
Destroyed after 6 years under HT 0305.

3746 Executive Director - Orders-in-Council
Destroyed after 5 years under HT 0304.

3747 Executive Director - Estimates and Expenditures
Approved expenditures for coming fiscal year, estimates session book, quarterly forecast of monthly sub-appropriations, monthly expenditure statements.
Destroyed after 5 years under HT 0303.

3748 Communications Files
News releases, ministerial speeches, programs of official ceremonies, details regarding departmental publications, Transportation and Churchill Sub-Agreement files related to news conferences, news releases, audio visuals.
Destroyed after 5 years under HT 0265.

3749 ADMINISTRATIVE SERVICES
Personnel Services

Personnel Services provides human resource management services to the Department as well as payroll services and benefits administration. Services include the development of policies and procedures, recruitment, position classification, labour relations, Affirmative Action and counselling.

Internal Indexes: File Plan.

Records

3750 Personnel - Office Files
Destroyed after 3 years under HT 0382.

3751 Employee Files
Destroyed 50 years after termination of employee under HT 0381 (Personnel Branch files). Transferred to Personnel Branch after closure and unnecessary records destroyed under HT 0416 (branch files).

MANITOBA HIGHWAYS AND TRANSPORTATION

3752 **Payroll System** and MEIS - Reports
Destroyed after 1 month under HT 0221A.

3753 **Payroll System** - Deductions Not Taken
Destroyed after 2 years under HT 0284.

3754 **Payroll System** - Deductions/Other Earnings
Destroyed after 7 years under HT 0283.

3755 **Payroll System** - Year-to-Date Reports
Destroyed after 50 years under HT 0282.

3756 **Payroll System** - Calendar and Year-to-Date Reports
Destroyed after 50 years under HT 0281.

3757 **Payroll System** - Earnings by Responsibility Centre
Destroyed after 1 year under HT 0286.

3758 **Competition Files**
Destroyed after 5 years under HT 0243.

3759 **Revenue Canada TD1 Forms**
Destroyed after 6 years under HT 0244.

3760 Attendance Reports
Destroyed after 10 years under HT 0219.

3761 **Payroll System** - Time Reports and Registers
Destroyed after 10 years under HT 0280.

3762 **Payroll System** - Pension Eligibility
Destroyed after 4 years under HT 0285.

3763 **Voucher Accounting System** - A, C
Destroyed after 4 years under HT 0246.

3764 Annual Appreciation Night Files
Administration of the Department's annual appreciation night, an event which honours employees with more than 25 years of service and employees retiring after 10 or more years of service.
Transferred to Archives after 21 years under HT 0418.

3765 ADMINISTRATIVE SERVICES
Financial Services

Financial Services provides central accounting, financial information, and related administrative services to enable the management of programs and the processing and monitoring of accounts.

Internal Indexes: File Plan.

MANITOBA HIGHWAYS AND TRANSPORTATION

Records

3766 Financial Services - Office Files
Destroyed after 2 years under HT 0388.

3767 Voucher Control System
Records of the control and monitoring of the Voucher Accounting System, the production of payment vouchers and the creation of a disc file for access by Finance's Voucher Accounting System.
Some files continuously updated, some files destroyed invariably under HT 0446.

3768 Estimate and Cash Flow Records
Destroyed after 5 years under HT 0387.

3769 Cash Book
Transferred to Archives after 4 years under HT 0019.

3770 Voucher Accounting System - A
Destroyed after 4 years under HT 0074.

3771 Voucher Accounting System - C
Destroyed after 4 years under HT 0075.

3772 Voucher Accounting System - B
Destroyed after 4 years under HT 0076.

3773 Voucher Accounting System - S
Destroyed after 1 year with the exception of quarterly and final reports which are microfilmed under HT 0234.

3774 Voucher Accounting System - J, K, L, O
Destroyed after 1 year under HT 0233.

3775 Voucher Accounting System - R
Destroyed after 1 year under HT 0232.

3776 Voucher Accounting System - M, N
Destroyed after 4 years under HT 0231.

3777 Voucher Accounting System - J, Q and Budget Working Papers
Destroyed after 4 years under HT 0307.

3778 General Ledger System - General Ledger Detail
Destroyed after 4 years under HT 0022.

3779 General Ledger System - Journal Entry Batch Audit Balancing Report
Destroyed after 4 years under HT 0021.

3780 Ledger Cards - Accounts Receivable
Destroyed after 4 years under HT 0020.

## MANITOBA HIGHWAYS AND TRANSPORTATION

3781 **Accounts Receivable - Computer System**
Management and control of the Department's accounts receivable system. Continuously updated (electronic file) and destroyed variably (input and output) under HT 0383.

3782 Deposits
Destroyed after 4 years under HT 0018.

3783 Stores Slips (Issue, Purchase and Transfer)
Materials issued from a warehouse to a district/section, materials transferred from a warehouse to other warehouse stores, purchase and receipt documentation for all purchases for warehouse stores.
Destroyed after 7 years under HT 0078.

3784 Materials Transfer Voucher Report
Cost of materials on maintenance projects.
Destroyed after 4 years under HT 0206.

3785 Machine Rentals
Costs of equipment rentals and operator wages.
Destroyed after 4 years under HT 0207.

3786 **Purchase Orders**
Destroyed after 4 years under HT 0393.

3787 **Requisitions** for Goods or Services
Destroyed after 4 years under HT 0392.

3788 Request for **Accountable Advances**
Destroyed after 6 years under HT 0394.

3789 **Vehicle Control** - Taxable Benefits, Return of Information Form
Destroyed after 4 years under HT 0395.

3790 Equipment Rental Agreements
Agreements for rental of private equipment between the department and owners.
Destroyed after 1 year under HT 0390.

3791 Contracts and Construction Orders
Contracts and construction orders granting authority to contractors to undertake highway projects.
Destroyed 1 year after final payment is made under HT 0391.

3792 Ministerial Order Book - Grants-In-Aid
Details of expenditures authorized by ministerial order under the Grants-In-Aid program. Includes amounts approved and paid, date and number of vouchers, name of payee.
Transferred to Archives after 5 years under HT 0317.

MANITOBA HIGHWAYS AND TRANSPORTATION

3793 Work Orders
Authorities to proceed with projects, details of works and estimated cost.
Destroyed after 1 year under HT 0230.

3794 Highway Stores - Computer System - Statement
Materials issued, purchased, transferred according to appropriation, issue number, Central Vehicle Branch listing, purchase listing.
Destroyed after 4 years under HT 0079.

3795 Daily Gravel Record
Gravel hauled by private truckers. Includes owner of vehicle, licence number, truck capacity, amount hauled, pit location, average haul, and provincial road or highway number.
Destroyed after 4 years under HT 0389.

3796 Vehicle Control - Government Fleet Vehicle Report
Destroyed after 4 years under HT 0229.

3797 Employee Files
Transferred to Personnel Branch after closure and unnecessary records destroyed under HT 0396.

3798 ADMINISTRATIVE SERVICES
Computer Services

Computer Services evaluates, develops, implements, maintains, monitors and supplies automated and related manual information exchange and processing systems for the Department.

Internal Indexes: File Plan.

Records

3799 Systems Section - Correspondence
Communications regarding computer systems between manager and sections/district offices within the Department.
Destroyed after 9 years under HT 0082.

3800 Organizations
Correspondence concerning computer systems in highways administration between manager and highway organizations such as Western Association of Canadian Highway Officials.
Destroyed after 11 years under HT 0083.

3801 Financial Administration - Office Files
Transferred to Archives after 7 years under HT 0093; HT 0094 and HT 0095.

3802 Financial Administration - Budget
Transferred to Archives after 6 years under HT 0092.

## MANITOBA HIGHWAYS AND TRANSPORTATION

3803 **Working Papers**
Notes and working papers including reports, budgets, formal presentations, program reviews.
Destroyed after 3 years under HT 0098.

3804 **Personnel - Office Files**
Destroyed after 7 years under HT 0090.

3805 **Computer Services Charges**
Destroyed once filmed; microfilm destroyed after 9 years under HT 0081.

3806 **Manitoba Data Services - Billings**
Destroyed after 4 years under HT 0080.

3807 **Suppliers Contracts**
Contracts regarding leasing or purchasing of computer and key entry equipment.
Destroyed after 5 years under HT 0085.

3808 **Purchasing Records**
Correspondence with suppliers, copies of invoices.
Destroyed after 5 years under HT 0159.

3809 **Financial Administration - Accounting - Voucher Accounting System - V**
Destroyed after 7 years under HT 0091.

3810 **Operations Statistics - Job Control Language**
Statistics of computer operations terminal room and key-entry work load.
Destroyed after 2 years under HT 0035.

3811 **Payment Vouchers - Job Control Language**
Destroyed after 14 months under HT 0235.

3812 **Benkleman Beam System - Job Control Language**
Evaluation of relative structural strength of existing flexible road surfaces.
Destroyed after 10 years under HT 0034.

3813 **Accounts Receivable System - Job Control Language**
Invoicing and monitoring of account balances for work performed by the Department.
Destroyed after 14 months under HT 0036.

3814 **Materials Lab Sample Analysis Monthly Backup - Job Control Language**
Offsite backup of Materials and Research laboratory data.
Destroyed after 2 cycles under HT 0037.

3815 **Materials Lab Sample Analysis System - Job Control Language**
Analysis and history of surfacing materials samples.
Destroyed after 2 cycles under HT 0038.

MANITOBA HIGHWAYS AND TRANSPORTATION

3816 **Mailing Labels for Outlook Magazine - Job Control Language**
Outlook magazine mailing labels.
Destroyed after 14 months under HT 0039.

3817 **Interface to Voucher Accounting - Job Control Language**
Approved payment voucher transactions.
Destroyed after 14 months under HT 0040.

3818 **Maintenance Management Traffic Information - Job Control Language**
Traffic work orders - accounts receivable.
Destroyed after 14 months under HT 0041.

3819 **Spot Speed Analysis - Job Control Language**
Spot Speed Analysis System processes speed studies, calculates statistics, produces spot speed report, and speed graph as required.
Destroyed after 14 months under HT 0042.

3820 **Traffic Accident Statistics - Job Control Language**
Traffic accident statistics.
Destroyed after 14 months under HT 0043.

3821 **Truck Weights - Job Control Language**
Truck traffic on highways.
Destroyed after 14 months under HT 0044.

3822 **Claims Investigation - Job Control Language**
Accidents involving departmental property.
Destroyed after 14 months under HT 0045.

3823 **Bridge Division (Backup) - Job Control Language**
Bridge inventory back-up.
Destroyed after 3 years under HT 0046.

3824 **Warehouse Stores - Job Control Language**
Input to the Voucher Accounting System, and to an inventory control system.
Destroyed after 14 months under HT 0048.

3825 **Library Management and Maintenance - Job Control Language**
Computer services production and test program backup.
Destroyed after 4 months under HT 0049.

3826 **Accounting Procurement Inventory Management System - Job Control Language**
Inventory and cost distribution system.
Destroyed after 28 months under HT 0052.

3827 **Miscellaneous Jobs, Testing and Development - Job Control Language**
Systems testing.
Destroyed after 1 year under HT 0053.

MANITOBA HIGHWAYS AND TRANSPORTATION

3828 **Needs Analysis and Study - Job Control Language**
Physical characteristics, road use, and conditions of Manitoba highways. Destroyed after 3 years with the exception of the year-end backup which is destroyed after 25 years under HT 0054 and HT 0055 respectively.

3829 **Road Surface Engineering Systems - Job Control Language**
Slope indicator calculating the amount and rate of soil mass movement related to a fixed point.
Destroyed after 14 months under HT 0056.

3830 **Dental Plan (Departmental Irregulars) - Job Control Language**
Departmental irregulars eligibility for dental plan and use thereof.
Destroyed after 14 months under HT 0059.

3831 **Roadway Design System - Job Control Language and Implementation Sequences**
Roadway terrain data and design criteria.
Destroyed after 14 months (backup); destroyed after 4 years (verifications) destroyed immediately (flawed job control and output) under HT 0057, HT 0089 and HT 0060 respectively.

3832 **Houston Auto Spooling Package**
Commands used for transmitting jobs to Manitoba Data Services.
Destroyed after 14 months under HT 0236.

3833 **Daily Log File Listing**
Listing of processing instructions given a microcomputer.
Destroyed after 14 months under HT 0237.

3834 **System Manuals**
Original destroyed once superseded under HT 0097.

3835 **Systems Studies**
Studies of departmental office systems. Includes identification of problem areas for study, recommended solutions, and cost benefits.
Destroyed after 20 years under HT 0409.

3836 **Consultants Proposals/Studies (Unsuccessful and/or Unused)**
Unsuccessful or unused proposals for systems studies.
Destroyed after 2 years under HT 0410.

3837 **ADMINISTRATIVE SERVICES**
**Central Records**

Central Records administers records management, central stores, and postal services for the Department. It is also responsible for departmental administration of The Freedom of Information Act.

Internal Indexes: Central Records Users Manual and Coding Scheme, Master File of Records Authority Schedules, Records Transfer Box Lists.

MANITOBA HIGHWAYS AND TRANSPORTATION

Records

3838 Supervisor's Files
Administration of records management, office equipment, supplies, and Freedom of Information.
Destroyed after 3 years under HT 0111.

3839 Engineering Equipment
Policies, inventories, reports of losses or damages, control slips recording each transaction using engineering equipment.
Destroyed after 7 years under HT 0099.

3840 Directory Records
Alterations to departmental entries in telephone directories (provincial, city, government).
Destroyed 6 months after distribution of directory throughout department under HT 0359.

3841 Central Records Requisition
Intra-departmental requisition forms for office supplies, forms, printing, office equipment or furniture.
Destroyed after 7 years under HT 0259.

3842 Requisitions
Destroyed after 4 years under HT 0260.

3843 Packing Slips
Destroyed after 1 year under HT 0261.

3844 Commitment Accounting Records - Voucher Accounting System - A, C, R, U
Destroyed after 4 years under HT 0459.

3845 ADMINISTRATIVE SERVICES
Occupational Health and Safety

Occupational Health and Safety coordinates the departmental safety program including the hearing conservation program, workplace inspections, workers compensation claims, hazardous materials control program, first-aid training, and illness and injury reporting and investigating.

Internal Indexes: File Plan.

Records

3846 Occupational Health and Safety - Office Files
Destroyed after 4 years under HT 0264.

3847 Workplace, Health and Safety Committee - Minutes
Destroyed after 10 years under HT 0262.

MANITOBA HIGHWAYS AND TRANSPORTATION

3848 Accident Statistics
Destroyed after 10 years under HT 0263.

3849 Workplace Hazardous Materials Control Program Files
Workplace monitoring and control measures taken, including employee medical reports, material safety data sheets concerning controlled products, prevention plans, and training programs.
Destroyed after 30 years, subject to archival selection, under HT 0432.

3850 Hearing Conservation Program Files
Health histories of employees involved in the program including audiometric test schedules and test results, correspondence and program statistics. The Hearing Conservation program tests employees' hearing to prevent exposure to excessive noise in the workplace.
Destroyed after 10 years following departure of employee under HT 0435.

3851 CONSTRUCTION AND MAINTENANCE

Construction and Maintenance includes Construction, Maintenance, Bridges and Structures, Contracts, Claims Investigation, and District Offices.

Internal Indexes: File Plan.

Records

3852 Assistant Deputy Minister - Office Files
Destroyed after 25 years, subject to archival selection, under HT 0360.

3853 School Bus Route Files, 1960-1985
School bus routes which were, from 1960 to 1985, entirely supported by the Department. Includes requests for services, plans of bus routes.
Destroyed after 5 years, subject to archival selection, under HT 0361.

3854 Grant-In-Aid Files - Municipal Streets
Applications for Grant-in-Aid approval and analysis of application. Includes resolution from municipality, departmental analysis of eligibility, approval or denial of application.
Destroyed after 25 years under HT 0362.

3855 Grant-In-Aid Case Files
Grant-in-Aid applications for road work from cities, towns, villages, and local government districts, and departmental analysis of requests. Includes resolution from local authority and approval of request.
Destroyed after 25 years, subject to archival selection, under HT 0363.

3856 Requests for Service
Destroyed after 5 years under HT 0364.

MANITOBA HIGHWAYS AND TRANSPORTATION

3857 CONSTRUCTION AND MAINTENANCE
Construction

Construction is responsible for the construction or reconstruction, rehabilitation, and upgrading of the Provincial Trunk Highway and Provincial Road systems. It includes a Construction Management and a Quality Control and Audit Office which is responsible for ensuring that engineering specifications are adhered to and consistantly applied in the construction of highways.

Records

3858 Construction - Office Files
Destroyed after 8 years under HT 0365.

3859 Construction Reports
Survey and design reports, progress reports on construction orders and day labour, surfacing and gravel reports.
Destroyed after 7 years under HT 0192.

3860 Construction Management - Office Files
Destroyed after 4 years with the exception of files concerning the Construction Management Agreement under HT 0431.

3861 Work Orders
Approved highway projects including project details, and estimated cost.
Destroyed after 7 years under HT 0367.

3862 Inventory of Department Radios
Inventory and use of mobile radios in the Department.
Destroyed after 6 years under HT 0368.

3863 Vehicle Control Records
Destroyed once vehicle removed from inventory under HT 0366.

3864 Quality Control and Audit - Office Files
Destroyed after 4 years under HT 0456.

3865 Quality Control and Audit - Contract Files
District field reports, weekly inspection reports and Materials and Research lab reports containing product test results for grading, asphalt surface treatments and highway surfacing, draft tenders and construction contracts (copies), and mix design records.
Mix design records destroyed after 25 years; other records destroyed after 2 years under HT 0453.

3866 Quality Control and Audit - Job Summary Records
Project summary sheets and copies of key records from contract files such as bituminous mix analysis and base analysis, title page from tender, final progressive payment, final weekly surfacing report, mix design base and municipal maps showing pit locations.
Destroyed after 25 years under HT 0454.

MANITOBA HIGHWAYS AND TRANSPORTATION

3867 Quality Control and Audit - Asphalt Purchasing Records
Asphalt purchase requisitions, tenders and quarterly summary sheets.
Asphalt purchase forms destroyed after 1 year; summary sheets destroyed after 10 years under HT 0455.

3868 Quality Control and Audit - Construction Audit Files
Audits of district offices' administration of grading construction projects, including survey level books, manual cross-sections, and copies of road design system reports and audit reports.
Survey level book destroyed after 7 years; other records destroyed after 1 year under HT 0458.

3869 CONSTRUCTION AND MAINTENANCE
Maintenance

Maintenance is responsible for the maintenance of Manitoba's primary and secondary road systems. It includes a Maintenance Management Office and Transport Compliance and Road Information offices.

Internal Indexes: File Plan

Records

3870 Assistant to Director of Maintenance - Office Files
Destroyed after 7 years under HT 0115.

3871 Recommendations on Weight Policy
Recommendations on highways weight policy.
Destroyed after 4 years, once microfilmed, under HT 0116.

3872 Dangerous Commodities
Participation on intra and inter-governmental committees regarding transportation of dangerous goods. Includes scientific, analytical data, statutes and regulations, and references to violations.
Destroyed after 4 years under HT 0117.

3873 Maintenance Engineers Files
Purchase orders, Orders-in-Council, road reports (conditions and restrictions), general administration.
Destroyed after 7 years under HT 0114.

3874 Maintenance Management - Computer System
Control of maintenance budget (labour, equipment, accomplishment, overhead) by district, beat and highway.
Electronic files destroyed variably; destroyed after 1 year (input); destroyed from after 3 months to 4 years with the exception of the microfilm of the final report which is destroyed after 100 years under HT 0271.

3875 Departmental Time Report
Destroyed after 2 years under HT 0295.

MANITOBA HIGHWAYS AND TRANSPORTATION

3876 Equipment Rental Agreements
Hire of private equipment for maintenance purposes.
Destroyed after 2 years under HT 0296.

3877 Transport Compliance - Office Files
Destroyed after 4 years under HT 0384.

3878 Offence Notices (Copies)
All offence notices issued for violations of The Highway Traffic Act including record of convictions and details such as name, address, offence committed, vehicle, amount of fine, and court action, and load weight.
Destroyed after 5 years under HT 0422.

3879 Traffic Inspection Statistics
Operational information from all inspection stations including number of single trip certificates sold and to whom, trip fees and fuel tax charged. Non-registered business vehicles from jurisdictions outside of Manitoba must purchase single trip permits (calculated by load limit and distance) and pay fuel tax (calculated by distance) when entering the province.
Destroyed after 2 years under HT 0424.

3880 Inspectors' Files
Expense accounts, employee vehicle mileage, daily rental form.
Destroyed after 4 years under HT 0031.

3881 Highway Investigation Report - Vehicle Inspection Report
Highway Traffic Act violations of public service vehicles including driver/owner data and details of lease/rental agreement if applicable, and statutory violation. Vehicle inspection reports record discrepancies on inspected vehicles including owner/driver data and possible Highway Traffic Act violation.
Destroyed after current year under HT 0191.

3882 Prosecutions - Highway Inspection Reports
Vehicles exceeding allowable gross load including name of driver, licence number, vehicle registration number, weight allowance and actual weight.
Destroyed after 5 years under HT 0030.

3883 Voucher Accounting System - A, B, C
Destroyed after 4 years under HT 0385.

3884 Winter Roads Condition Report
Reports on the conditions of winter roads.
Destroyed after 4 years under HT 0217.

3885 Summer Road Construction Reports
Construction activities which may impede traffic on Manitoba Highways.
Destroyed after 4 years under HT 0216.

MANITOBA HIGHWAYS AND TRANSPORTATION

3886 Canadian Press Log
Record of road conditions issued to Canadian Press.
Destroyed after 2 years under HT 0294.

3887 Raw Forest Products - Permits
Permits for hauling raw forest products.
Destroyed after 4 years under HT 0218.

3888 Single Trip Permit Billings
Name of company, date of issue, amount paid, permit.
Destroyed after 7 years under HT 0032.

3889 **Voucher Accounting System** - M, T
Destroyed after 2 years under HT 0297.

3890 **Voucher Accounting System** - A, C
Destroyed after 4 years under HT 0298.

3891 Work Orders
Project details and estimated costs of each activity.
Destroyed after 3 years under HT 0299.

3892 Special Crew Reports
Daily and weekly reports of special crew (routing, concrete, crushing and asphalt) accomplishments.
Destroyed after 3 years under HT 0300.

3893 Annual Reports - Working Papers
Destroyed after 2 years under HT 0301.

## 3894 CONSTRUCTION AND MAINTENANCE
### Bridges and Structures

Bridges and Structures is responsible for the design, construction and maintenance of bridges, large culverts, sign support structures, underpass and overpass structures on highways and roads within departmental jurisdiction.

Internal Indexes: File Plan

Records

3895 Bridges and Structures - **Office Files**
Destroyed after 4 years under HT 0335.

3896 Bridge/Structure Files
Design, construction and maintenance of bridges and structures on Manitoba's highways including: design calculations concerning soil testing, subsoil testing, and pile lengths, photographs of construction, inspection reports, record of progress payments, requests for materials. Destroyed when structure has been replaced, **subject to archival selection**, under HT 0332.

MANITOBA HIGHWAYS AND TRANSPORTATION

3897 Bridge/Structure Plans (Originals)
Structural details of bridges and structures on Manitoba's highways.
Destroyed, once structure is replaced (microfilm); destroyed, **subject to archival selection**, once structure is replaced (original); transferred to Archives (security microfilm) under HT 0333.

3898 Bridge and Structure Quantities and Costs - **Computer System**
Quantities and unit costs of materials and labour for departmental bridges and structures.
Continuously updated (master electronic file); destroyed variably (input and output) under HT 0448.

3899 Bridge Structure Inventory - **Computer System**
Inventory of all bridges/structures and their components under departmental jurisdiction. Includes location and type.
Continuously updated (master electronic file); destroyed variably (input and output) under HT 0449.

3900 Bridges/Structure Site Plan Record Book
Maps of municipalities indicating site numbers.
Destroyed once superseded by a new map under HT 0334.

3901 Materials Ledger
Materials (treated timber, steel piles, bridge iron, bridge guard railing) in stockpiles at Brandon or Dauphin and allocations to projects.
Destroyed after 1 year under HT 0336.

3902 Maintenance Cost Ledgers
Bridge and structure maintenance expenditures.
Destroyed after 1 year under HT 0344.

3903 Field Books
Field elevations and layouts of bridges and structures.
Destroyed after 5 years under HT 0337.

3904 Subsurface Soil Exploration Field Reports
Soil samples locations, elevations, and results of laboratory analyses.
Destroyed after 50 years under HT 0338.

3905 **Voucher Accounting System** - A, C
Destroyed after 4 years under HT 0339.

3906 **Payroll System** Reports and Attendance Reports
Destroyed after 3 years under HT 0340.

3907 Work Orders
Authority for spending funds for bridges and structures. Includes project details and estimated cost of each activity.
Destroyed after 4 years under HT 0341.

3908 **Voucher Accounting System** - M, T
Destroyed after 2 years under HT 0342.

MANITOBA HIGHWAYS AND TRANSPORTATION

3909 **Requisitions and Purchase Orders**
Destroyed after 4 years under HT 0343.

3910 CONSTRUCTION AND MAINTENANCE
District Offices

District Offices and Sub-District Offices provide field management, administration, and engineering services in support of the construction and maintenance of Provincial Trunk Highways and Roads, winter roads, Local Government District roads, and Grant-in-Aid Program.

Records

3911 District Offices - Office Files
Destroyed after 4 years under HT 0183.

3912 Operations, Engineering and Technical, Maintenance and Bridges - General Correspondence
Correspondence and reports pertaining to construction, equipment, vehicles and safety, bridges, guard rails, sign posts, materials, mechanical equipment, traffic operations, and materials research.
Destroyed after 4 years, with the exception of bridge and maintenance correspondence which is destroyed after 7 years under HT 0186, HT 0187, HT 0184, and HT 0185.

3913 Associations and Meetings
Agendas and minutes of various highways associations, seminar and training session material.
Destroyed after 7 years under HT 0189.

3914 Roadway Design - Computer System
Computerized design of roadways, and information required for construction.
Continuously updated (electronic file) and destroyed variably (output) under HT 0436.

3915 Construction Orders
Informal contracts generally under $75,000.00 (tendered by invitation).
Includes tabulation of tender bids, lowest tender, correspondence, and copies of progress payments.
Destroyed 4 years after finalization of construction order under HT 0173.

3916 Contracts
Pre-engineering details, progressive payments, weekly reports and materials reports, weigh scale record sheet, and daily tonnage reports.
Destroyed 4 years after finalization of contract under HT 0172.

3917 Work Orders
Location details of project, estimated costs.
Destroyed after 7 years under HT 0175.

## MANITOBA HIGHWAYS AND TRANSPORTATION

3918 Resident Engineer/Project Supervisors Files
Correspondence with contractor, design data, spare tender, culvert list, requisitions, right-of-way agreements, work order forms.
Destroyed 2 years after finalization of project under HT 0174.

3919 Construction Level Books
Embankment grade elevation during various stages of road construction.
Destroyed 2 years after project completion under HT 0168.

3920 Mass Tickets (Scale Books)
Certification of material, type and quantity hauled to a highway on a contract. Certified by Department's scale man and gravel checker.
Destroyed after 1 year under HT 0171.

3921 Cross Section and Mass Diagrams
Cross-sectional views of roadways, before and after construction. Mass diagrams illustrate how far excavation quantities were moved in order to construct the embankment to a required grade.
Destroyed 7 years after completion of construction under HT 0222.

3922 Equipment Rental Agreement
Rental agreement between the Department and the owner of the equipment. Includes name, rate, and type of equipment.
Destroyed after 2 years under HT 0181.

3923 Dispatchers Diaries
Notes of weather and highway conditions, assigned equipment movements.
Destroyed after 7 years under HT 0182.

3924 Transit and Topography
Alignment and topography features (utilities, houses, fences, etc.) as they relate to the highway right-of-way.
Destroyed after 25 years under HT 0169.

3925 Survey Level Books
Existing elevation of road, ditch and prairie.
Destroyed after 25 years under HT 0170.

3926 Expenditure Ledgers
District Office expenditures.
Destroyed after 2 years under HT 0178.

3927 Voucher Accounting System - A, B, C
Destroyed after 4 years under HT 0176.

3928 Voucher Accounting System - V
Destroyed after 2 years under HT 0177.

3929 Engineering Aids - Attendance Reports
Destroyed after 2 years under HT 0180.

3930 Departmental Time Report
Destroyed after 2 years under HT 0179.

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3931 Employee Cards
Destroyed 60 years after closure under HT 0417.

3932 CONSTRUCTION AND MAINTENANCE
Contracts

Contracts administers the preparation of specifications, tenders and contracts, advertises for bids, awards contracts, and processes contract payments. It also prepares rate schedules for the rental of private equipment.

Internal Indexes: File Plan

Records

3933 Contracts - Office Files
Destroyed after 4 years under HT 0252.

3934 Tabulation of Tenders
Location of work, unit prices bid on tenders.
Destroyed after 20 years, subject to archival selection, under HT 0154.

3935 Unsuccessful Tenders
Tenders not providing lowest acceptable bids.
Destroyed after 1 year under HT 0155.

3936 Tender Receipts
Record of deposit for tender documents and plans.
Destroyed after 7 years under HT 0153.

3937 Contract Files
Advertisement, lowest tender, tenders tabulation, contract, progress payments, and correspondence.
Destroyed 7 years after finalization, subject to archival selection, under HT 0152.

3938 Equipment Rental Agreement
Rental agreement between the Department and the owner of the equipment.
Destroyed after 7 years under HT 0023.

3939 Construction Orders
Informal contracts generally under $75,000 (tendered by invitation), including lowest tender, tabulation of tender bids, progress payments, and correspondence.
Destroyed after 7 years under HT 0018.

3940 Work Orders
Description, location, estimated costs of projects. Includes contractor, contract number.
Destroyed after 7 years under HT 0151.

MANITOBA HIGHWAYS AND TRANSPORTATION

3941 **Asphalt and Culverts - Purchase Orders**
Destroyed after 4 years under HT 0354.

3942 Performance, Labour and Material Bonds
Original bonds supplied by contractors for each formal contract.
Destroyed after 7 years under HT 0156.

3943 Weekly Construction Progress Report
Daily and weekly reports submitted by the Project Engineer to tabulate progress of the work and problems encountered.
Destroyed 7 years after finalization of contract under HT 0158.

3944 Final Progress Payment
Location of work, quantities of all materials used, amount of holdback paid, date of completion, date final payment made.
Destroyed after 20 years under HT 0157.

3945 Water and Sewer Agreements
Agreements between the Department and a second party allowing the latter to construct an installation (sewer, water, drainage, power line or culvert) on, or under, land administered by the Department.
Destroyed after 10 years, with the exception of large maps which are microfilmed and destroyed after 30 years, under HT 0133.

3946 District Engineers' Meeting Minutes
District Engineers' meeting minutes. Participants discuss construction, maintenance, administration, mechanical equipment, bridges, planning, design, land surveys, safety, and traffic.
Transferred to Archives after 5 years under HT 0355.

3947 Western Association of Canadian Highways Officials - Minutes and Proceedings
Transferred to Archives under HT 0026 and HT 0088.

3948 **Voucher Accounting System - A**
Destroyed after 4 years under HT 0353.

3949 CONSTRUCTION AND MAINTENANCE
Claims Investigation

Claims investigation is responsible for the investigation of claims or complaints against the Department, the investigation of claims for the Department concerning damage to government property, and for conducting internal department investigations.

Records

3950 Claims Investigation - Office Files
Destroyed after 2 years under HT 0466.

MANITOBA HIGHWAYS AND TRANSPORTATION

3951 Claims
Claims made by the government for damage to government property, claims made and complaints filed by the public against the Department, internal investigations.
Destroyed after 7 years under HT 0160.

3952 Accident or Mechanical Damage Report
Accident or mechanical damage reports involving a government fleet vehicle or mechanical division equipment.
Destroyed after 4 years under HT 0069.

3953 Accident Report and Statement
Details of accidents involving damage to government property including locations, dates, vehicle types, drivers' names and addresses and any environmental factors.
Destroyed after 1 year under HT 0070.

3954 PLANNING, DESIGN AND LAND SURVEYS

Planning, Design and Land Surveys includes: Planning Support, Planning, Programming, Design and Land Surveys.

Records

3955 Associations
Correspondence with various highways and transportation associations. Includes Western Association of Canadian Highway Officials and Roads and Transportation Association of Canada.
Destroyed after 7 years under HT 0120.

3956 PLANNING, DESIGN AND LAND SURVEYS
Planning Support

Planning Support produces annual traffic count data, maintains an inventory of physical highway features and their condition, issues access and building permits, and reviews requests for new Provincial Roads or Grant-in-Aid streets.

Records

3957 Traffic Statistics
Provincial Highways traffic statistics and related correspondence.
Destroyed after 3 years under HT 0132.

3958 Turning Movement - Computer System
Analyses of traffic movement at intersections including quarterly traffic turning diagrams which visually record the number and directional movement of vehicles at an intersection where a traffic count has been taken.
Continuously updated (electronic file); destroyed variably (input and output) under HT 0441.

MANITOBA HIGHWAYS AND TRANSPORTATION

3959 Traffic Count - Computer System
Traffic count statistics and analyses including average daily traffic by location, percentage of trucks, traffic volume/density and kilometres of travel.
Continuously updated (electronic file) and destroyed variably (input and output) under HT 0442.

3960 Special Counts - Computer System
Counts of the number and directional movement of vehicles at intersections for use in traffic control and highway planning.
Continuously updated (electronic file) and destroyed variably (input and output) under HT 0443.

3961 Requests for Grant-in-Aid
Municipal resolutions requesting Grant-in-Aid streets, engineer's recommendations, approval/rejection of requests.
Destroyed after 10 years under HT 0315.

3962 Advertising Signs
Applications to erect signs adjacent to a Provincial Road or a Provincial Trunk Highway. Includes: copy of approval and conditions or denial letter, Highway Traffic Board minutes where applicable.
Destroyed 7 years after approval or denial under HT 0119.

3963 Accesses (Crossings)
Maps of crossings location, approval letters and conditions or denial letter, minutes of the hearing where applicable.
Destroyed 8 years after Board decision, under HT 0118.

3964 Approved Grant-in-Aid Street Maps
Maps of approved Grant-in-Aid streets.
Destroyed once superseded under HT 0316.

3965 PLANNING, DESIGN AND LAND SURVEYS
Planning

Planning provides the Department with long-range strategic plans to meet present and future highway needs including the identification of new routes that warrant inclusion in the provincial highway system. It endeavours to maintain a safe and efficient relationship between highway users and the users of adjacent land, and it ensures that departmental projects are environmentally sound.

Records

3966 Land Use Planning Documents
Proposed and approved land use planning documents for rural and urban municipalities, and/or planning districts.
Transferred to Archives after 12 years under HT 0126.

MANITOBA HIGHWAYS AND TRANSPORTATION

3967 By-laws
Proposed by-laws that may affect Provincial Roads or Provincial Trunk Highways and related correspondence.
Destroyed after 8 years under HT 0121.

3968 Committees
Records of intergovernment committees involving planning and design staff.
Destroyed after 15 years under HT 0122.

3969 Studies
Highway studies regarding transportation planning.
Transferred to Archives 15 years after study conclusion under HT 0130.

3970 Subdivisions
Review of subdivision proposals referred to the Department.
Destroyed 6 years after completion under HT 0131.

3971 Project Files
Calculations, estimates, recommendations regarding proposed highways projects.
Destroyed 30 years after the study is dormant under HT 0314.

3972 Study Exhibits
Illustrations of highway project recommendations or alternatives. May detail functional design, layout, environmental concerns and constraints, route alternative, costs of options.
Destroyed 2 years after approval received, **subject to archival selection**, under HT 0313.

3973 Environment Proposals, to January 1990
Environment proposals for the construction of dams, diking systems, water projects including construction details and impact assessments.
Destroyed 5 years after completion of file under HT 0123.

3974 Development Licence Application Files
Departmental applications for development licences under The Environment Act. Includes: proposals, plans, reports, licences (Highways and Transportation projects); development proposals, environmental assessments (projects submitted by private sector or other departments).
Destroyed after 6 years with the exception of Highways and Transportation projects which are destroyed 2 years after construction of project under HT 0460.

3975 Environmental Legislation, Committees and Regulations
Branch participation in, and communication with, intergovernmental environment committees. Includes minutes, technical reports, legislation and regulations concerning the environment.
Destroyed after 5 years under HT 0461.

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3976 Land Files
Land transactions including acquisition or expropriation, encroachment agreements, surplus land administered by the Department, Manitoba Telephone System and Hydro easements and legal access easements. Includes dealings with the Department of Natural Resources (Lands Branch) on Crown land subjects such as agricultural Crown land, forest reservations, Native land claims, transfer of land to Local Government Districts, Wild Life Management Areas and applications to purchase or lease Crown land.
Destroyed 7 years after completion of file under HT 0125.

3977 Unsuccessful Proposals for Consulting Engineering Services
Rejected proposals for consulting engineering services.
Destroyed after 1 year following completion of selection process under HT 0223A.

3978 Papal Visit, 1983-1985
Parking and transportation plan for the Papal Mass.
Destroy, subject to archival selection, under HT 0224.

3979 PLANNING, DESIGN AND LAND SURVEYS
Programming

Programming evaluates each section of highway, and establishes the priority of improvements required and prepares the annual highway construction program plan and advance (three-year) highway construction programs. It also protects highway interests through the review of utility installation and railway crossing proposals as well as right-of-way management.

Records

3980 Pavement Condition Reports
Condition and rating of paved highway.
Destroyed after 50 years under HT 0302.

3981 Roadway Inventory Reports and Work Sheet
Conditions and life expectancies of provincial trunk highways.
Destroyed after current year under HT 0112.

3982 Needs Analysis and Study - Computer System
Needs analysis of all provincial trunk highways including inventory information, maintenance costs, and traffic and accident statistics.
Continuously updated (electronic file); destroyed variably (input and output) under HT 0444.

MANITOBA HIGHWAYS AND TRANSPORTATION

3983 Railway Line Abandonment Files
Disposition of lands acquired by the Department through railway line abandonment agreements. Includes Canadian Transport Commission orders abandoning lines, gifting agreements between railway companies and federal and provincial governments, survey plans and other maps showing abandoned right-of-way and adjacent highway, and correspondence regarding legal descriptions and transfers of land.
Destroyed after 15 years (subject files), destroyed 6 years after closure (railway line files) under HT 0447.

3984 Highways Construction Program Book
Descriptions and estimates of highway projects at any phase of construction over a four-year period.
Destroyed after 1 year under HT 0113.

3985 Manitoba Hydro Lines
Proposals for the placement of hydro or transmission lines that may affect highway upgrading plans.
Destroyed after 5 years under HT 0129.

3986 Manitoba Telephone Service Buried Cable
Proposals for the placement of buried cable that may affect highway upgrading plans.
Destroyed after 7 years under HT 0127.

3987 Gas and Oil Pipelines
Proposals to construct highways across existing pipelines, and pipelines across existing highways.
Destroyed after 7 years under HT 0124.

3988 Railway Crossings (Railway Subdivisions)
New signalized or uncontrolled railway crossings or alterations to existing railway crossing facilities.
Destroyed after 10 years under HT 0128.

3989 PLANNING, DESIGN AND LAND SURVEYS
Design

Design sets the basic design criteria and standards for all highway projects, prepares the layout designs for highway facilities, and produces maps and drawings for the Department including the official highway map.

Records

3990 Location Plans and Area Plans
Drawings of proposed roads in Manitoba showing existing features and proposed rights-of-way to be acquired.
Destroyed after 25 years, subject to archival selection, under HT 0267.

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3991 Profiles and Standard Cross Sections
Drawings of profiles and standard cross sections of roads in Manitoba illustrating existing vertical control features and proposed road data such as centre line elevations, slopes, and drainage elevation.
Destroyed after 50 years under HT 0268.

3992 Sketch Plans
Drawings of areas where additional rights-of-way are required, areas required for easements, and land encroachments onto provincial rights-of-way.
Destroyed after 25 years under HT 0310.

3993 Project Files
Design projects (major interchanges, 4-lane highway projects, improvements to intersections). Includes correspondence, design notes, and sketches.
Destroyed after 20 years under HT 0357.

3994 Working Plans
Illustrations of design options for complex roadway projects. Includes rough sketches, working and detailed plans.
Destroyed 5 years after project has been completed under HT 0358.

3995 Official Highway Maps
Negatives used for the printing of the official highway map.
Destroyed once superseded under HT 0312.

3996 Maps
Maps of municipalities, unorganized municipalities, local government districts, unorganized areas, cities, towns, villages.
Destroyed once superseded under HT 0311.

3997 Access and Structure Permit Applications (Limited Access)
Applications for permits for structures, access driveways, signs and tree plantings adjacent to limited access highways in controlled areas. Includes supporting drawings.
Destroyed after 10 years under HT 0308.

3998 Access and Structure Permit Applications (Provincial Roads)
Applications for permits for structures, access driveways, signs and tree plantings adjacent to Provincial Roads. Includes supporting drawings.
Destroyed after 10 years under HT 0309.

3999 Temporary Plans
Roads and alternate locations of roads under construction.
Destroyed after 20 years under HT 0269.

4000 Miscellaneous Plans
Maps, charts, standards, and mosaics illustrating details such as distribution, foreman's beats, traffic flow, and flood areas.
Destroyed after 15 years, **subject to archival selection**, under HT 0270.

## MANITOBA HIGHWAYS AND TRANSPORTATION

4001 PLANNING, DESIGN AND LAND SURVEYS
Land Surveys

Land Surveys conducts legal surveys of land required for public roads and related works. It provides for the preparation and registration in the appropriate Land Titles Office of plans showing land as required by the following statutes: The Expropriation Act, The Real Property Act, and The Highways and Transportation Act.

Records

4002 Land Surveys - Office Files
Destroyed after 5 years under HT 0377.

4003 Section Correspondence Files
Correspondence with government departments and agencies concerning boundary disputes, survey monumentation, and right-of-way problems.
Transferred to Archives after 50 years under HT 0378.

4004 Request for Land Survey File
Requests from District Offices or Land Surveys Section for land surveys to re-establish legal survey lines and right-of-way limits for highways.
Destroyed after 100 years under HT 0376.

4005 Field Note Books/Indexes
Land survey background information illustrating right-of-way requirements for Manitoba's highways. Includes linear and angular measurements, and survey monuments found or placed.
Transferred to Archives 5 years after microfilming (originals and security microfilm) under HT 0369.

4006 Index to Plans
Index arranged by section, township, range, by parish lot, or by Indian reserve to branch plan numbers, and to numbers of registered land titles plans.
Destroyed once superseded under HT 0372.

4007 Simplified Plans
Plans illustrating survey monuments placed by departmental surveyors.
Destroyed once superseded under HT 0371.

4008 Registered Highway Land Title Plans
Plans illustrating legal right-of-way and boundary limits. Includes road allowances and property monuments.
Destroyed after 50 years under HT 0370.

4009 Declaration and Abandonment of Provincial Highways
Maps illustrating locations of highways and/or abandonments.
Transferred to Archives after 30 years under HT 0356.

MANITOBA HIGHWAYS AND TRANSPORTATION

4010 **Orders-in-Council** and Orders of the Minister Closing Public Roads
**Orders-in-Council**, orders of the Minister concerning the closing of public roads and accompanying sketch plans.
Transferred to Archives after 50 years under HT 0374.

4011 Reports, Field Book and Township Diagrams, late 1800s to 1930
Reports illustrating original subdivisions of land in various Manitoba townships. Originally generated by the Department of the Interior (Canada). Includes Ontario Boundary field book and report.
Transfer to Archives under HT 0375.

4012 **Voucher Accounting System** - A
Destroyed after 4 years under HT 0380.

4013 Time Sheets and Attendance Reports
Destroyed after 3 years under HT 0379.

4014 ENGINEERING AND TECHNICAL SERVICES

Engineering and Technical Services includes Mechanical Equipment Services, Traffic Engineering, Northern Airports and Marine Operations, Materials and Research, and Government Air/Radio.

Records

4015 Assistant Deputy Minister - **Office Files**
Destroyed after 10 years under HT 0425.

4016 ENGINEERING AND TECHNICAL SERVICES
Mechanical Equipment Services

Mechanical Equipment Services maintains, controls, and administers a fleet of mechanical equipment and support vehicles for departmental operations. It also provides the Department with a stores system of materials, supplies, and equipment parts.

Records

4017 Mechanical Equipment Services - **Office Files**
Destroyed after 2 years under HT 0331.

4018 Equipment - Fleet History Records
Movements of unit, parts specifications, repairs required, work performed.
Destroyed 1 year after disposal of equipment under HT 0326.

4019 Equipment Maintenance Orders
Repairs required, work done, parts required.
Destroyed after 2 years under HT 0327.

MANITOBA HIGHWAYS AND TRANSPORTATION

4020 Accounting, Procurement, Inventory Management - **Computer System**
Warehouse inventory control and charges.
Continuously updated (electronic file); destroyed variably (input and output) under HT 0421.

4021 Warehouse Stores - **Computer System**, 1984-1989
Materials and supplies issued by the warehouse and charges.
Continuously updated (electronic file); destroyed after 2 years (input and output) under HT 0420.

4022 Bi-weekly Equipment History Sheet
Bi-weekly record of equipment use, fuel consumption.
Destroyed after 2 years under HT 0328.

4023 Record of Machine Purchases and Depreciation
Original cost of equipment, depreciation, method of disposal.
Destroyed 2 years after disposal of equipment under HT 0329.

4024 Ministerial Orders
Authority to grant funds to a city, town village or an unincorporated village district.
Destroyed after 2 years under HT 0318.

4025 Vehicle Accident/Mechanical Damage Reports.
Destroyed after 7 years under HT 0330.

4026 Work Orders
Details of project, estimated cost of each activity, authority to proceed.
Destroyed after 2 years under HT 0325.

4027 Mechanical Equipment Services Computer Monitoring Reports
Usage activity for all branch programs on mini-computer.
Destroyed after current year under HT 0426.

4028 Voucher Accounting - Computer System
Voucher listings and vendor codes.
Continuously updated (electronic file); destroyed variably (input and output) under HT 0427.

4029 **Requisition** for Goods/Services
Destroyed after 4 years under HT 0324.

4030 **Purchase Orders**
Destroyed after 4 years under HT 0323.

4031 **Voucher Accounting System** - A, B, C
Destroyed after 2 years under HT 0322.

4032 **Voucher Accounting System** - M, V
Destroyed after 2 years under HT 0321.

MANITOBA HIGHWAYS AND TRANSPORTATION

4033 Attendance, Vacation and Overtime Reports
Destroyed after 2 years under HT 0319.

4034 **Employee Files**
Transferred to Personnel Branch after closure and unnecessary records destroyed under HT 0320.

4035 ENGINEERING AND TECHNICAL SERVICES
Traffic Engineering

Traffic Engineering installs and maintains all traffic control devices on the highway system. It also manufactures traffic signs for the province.

Records

4036 Traffic Engineering - Office Files
Destroyed after 4 years under HT 0419.

4037 Traffic Signal Trouble Reports
Mechanical/electrical problems at signal controlled intersections on Provincial Trunk Highways and Provincial Roads, including description of problem and response.
Destroyed after 4 years under HT 0016A.

4038 Administration and Operation Files
Correspondence relating to construction projects, illumination, pavement markings, signs and signals, delineation, intersections, traffic control, pedestrian safety.
Destroyed after 15 years under HT 0248.

4039 Electrical Traffic Control Device
Details regarding all electrical traffic control devices (signals, flashing beacons, pedestrian corridors) on Manitoba highways including blueprints as installed, current and past timing charts, listing of trouble reports.
Destroyed after electrical device has been removed under HT 0250.

4040 Motor Vehicle Accidents Report
Locations of accidents, dates, vehicle types, drivers' names, addresses and phone numbers, environmental factors.
Destroyed after 3 years under HT 0251.

4041 Traffic Sign Order Files
Plans of traffic signs ordered for manufacturing and order forms.
Destroyed after 7 years under HT 0252.

4042 Traffic Signal and Traffic Sign Plans
Drawings of traffic signals and signs on Manitoba Highways or provincial government airports.
Destroyed after installation has been removed under HT 0255.

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4043 Voucher Accounting System - A, B
Destroyed after 2 years under HT 0253.

4044 Voucher Accounting System - V
Destroyed after 2 years under HT 0254.

### 4045 ENGINEERING AND TECHNICAL SERVICES
Northern Airports and Marine Operations

Northern Airports and Marine Operations is responsible for the operation and maintenance of provincial airports and all auxiliary facilities in remote and isolated communities of Northern Manitoba to fulfill transportation, communication and emergency needs of communities. It provides for the operation of seven passenger and vehicle ferries in Northern Manitoba which serve as a transportation link between remote communities and the Provincial Road system.

#### Records

4046 Northern Airports and Marine Operations - Office Files
Destroyed after 2 years under HT 0288.

4047 Northern Airport Files
Development and operation of northern airports under provincial jurisdiction, including procedures and maintenance.
Destroyed after 20 years, subject to archival selection, under HT 0287.

4048 Accident/Incident/Notam Forms and Daily Airport Facilities Damage Reports
Details of accidents or incidents at Department-run airports, notices of airport landing conditions to the pilots, and notices of arrivals and departures.
Destroyed after 7 years under HT 0194.

4049 Airport Inspection Reports
Details of airport inspections.
Destroyed after 2 years under HT 0201.

4050 Medical Evacuations
Medical evacuations undertaken by the branch including individual evacuation reports from airports and month-end summaries detailing circumstances and overtime worked.
Destroyed after 2 years under HT 0428.

4051 Airports Inventory
Operating stock and equipment at airports and warehouse.
Destroyed after 6 years with the exception of airport copies which are destroyed after 2 years under HT 0429.

4052 Spot Speed Studies - Computer System
Analysis of traffic speed statistics.
Continuously updated (electronic files); destroyed variably under HT 0430.

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4053 Activity Summary Reports
Daily count of aircraft activities at Department-run airports.
Destroyed after 2 years under HT 0196.

4054 Weather Observation
Daily weather conditions at Department-run airports.
Destroyed after 2 years under HT 0200.

4055 Bi-weekly Equipment History Sheet
Equipment statistics (hours in use and purpose).
Destroyed after 2 years under HT 0162.

4056 Monthly Cylinder Reports
Inventories of acetylene and oxygen cylinders rented by Department-run airports.
Destroyed after 2 years under HT 0199.

4057 Bi-weekly Gravel Report
Inventories of gravel at Department-run airports.
Destroyed after 2 years under HT 0198.

4058 Weekly Stock Report
Fuel inventories at Department-run airports.
Destroyed after 2 years under HT 0197.

4059 Shipping Notices
Stationery supplies mailed to remote airports.
Destroyed after 1 year under HT 0257.

4060 Maintenance Logs
Daily activities of marine vessels including departure and arrival times, destinations, weather conditions and remarks.
Destroyed after current year under HT 0345.

4061 Marine Operations Files
Operation of marine vessels which supply access to remote communities. Includes leases, ferry traffic summaries, maintenance logs, inspection and registration certificates.
Destroyed after 20 years, subject to archival selection, under HT 0346.

4062 Construction Drawings
Drawings of marine vessels, related docking facilities, airport buildings, equipment storage sheds, airstrips, and some community roads.
Destroyed after 20 years, subject to archival selection, under HT 0351.

4063 Telephone Logs
Name of caller, date, time, destination.
Destroyed after current year under HT 0256.

4064 Estimate Review Records
Destroyed after 5 years under HT 0289.

## MANITOBA HIGHWAYS AND TRANSPORTATION

4065 Leases
Destroyed after 2 years under HT 0164.

4066 Pay Copies
Destroyed after 2 years under HT 0291.

4067 Requisitions and Purchase Orders
Destroyed after 4 years under HT 0167 and HT 0349.

4068 Requisitions Other than Stationery - Remote Airports
Destroyed after 3 years under HT 0258.

4069 Voucher Accounting System - V, S
Destroyed after 2 years under HT 0306.

4070 Voucher Accounting System - A, B, C
Destroyed after 4 years under HT 0165 and HT 0350.

4071 Financial Ledgers
Voucher Accounting System - V, and commitment ledger.
Destroyed after 3 years under HT 0166.

4072 Accounts Receivable Records
Records of monies billed and received for aircraft landings, equipment rentals and fares on marine ferries.
Destroyed after 1 year under HT 0463.

4073 Personnel - Office Files
Destroyed after 2 years under HT 0290.

4074 Employee Activity Report
Amount of time spent by employees on activities.
Destroyed after 2 years under HT 0202.

4075 Employee Files
Transferred to Personnel Branch after closure and unnecessary records destroyed under HT 0347.

4076 Attendance Records and Time Sheets
Destroyed after 3 years with the exception of daily labour reports which are destroyed after 10 years under HT 0348.

4077 ENGINEERING AND TECHNICAL SERVICES
Materials and Research

Material and Research provides design and other technical services regarding road and airfield foundations and surfaces to ensure their adequacy. It investigates, tests and inspects all materials used in the construction and maintenance of highways and ensures adherence to material specifications.

## MANITOBA HIGHWAYS AND TRANSPORTATION

### Records

4078 **Materials and Research - Office Files**
Destroyed after 7 years under HT 0138.

4079 **Aggregate Inventory Logbooks**
Field data on test samples taken from all gravel sites in the province. Includes location, date and type of field activity, test hole number, description and number of sample taken. This information is input to the Materials Aggregate Inventory System (HT 0439).
Destroyed 5 years after entry of data into Materials Aggregate Inventory System (HT 0439) under HT 0438.

4080 **Materials Aggregate Inventory - Computer System**
Gravel pit locations and the quantity and quality of each gravel pit in the province.
Continuously updated (electronic file); destroyed variably (input and output) under HT 0439.

4081 **Material Lab Sample - Computer System**
Sample information and test results for use in design, quality control of construction projects, and site investigations. Includes data regarding concrete, soils, aggregates and asphalt mixes.
Continuously updated (electronic file); destroyed variably (input and output) under HT 0440.

4082 **Subject Correspondence**
Development of standards of highway construction materials.
Destroyed after 20 years under HT 0144.

4083 **Day Copies**
Destroyed after 2 years under HT 0145.

4084 **Copy of Tabulation of Tenders**
List of bidders for highways contracts with unit prices.
Destroyed after 7 years under HT 0108.

4085 **Contract Files**
Record of quality control, material, equipment used on construction projects of provincial highway systems.
Destroyed 1 year after completion of contract under HT 0141.

4086 **Laboratory Ledger Books**
Type of samples of material tested in the laboratory, location, description.
Destroyed after 20 years under HT 0140.

4087 **Laboratory Reports**
Soil, gravel, construction material test results.
Destroyed after 20 years under HT 0142.

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4088 Control Sections
History of design, construction, and upgrading of all highways in Manitoba including soil survey reports, structural designs, contract documents, quality control test results.
Destroyed after 30 years (originals); transferred to Archives (microfilm) under HT 0143.

4089 Plant Diaries
Daily operation of the hot mix bituminous plant.
Destroyed after 15 years under HT 0146.

4090 Gravel Pits
Ownership, discovery, testing, development of quantity, quality, stages of depletion, excavation, rehabilitation of all known aggregate deposits throughout the province.
Destroyed after 3 years under HT 0147.

4091 **Asphalt Purchase Orders**
Destroyed after 4 years under HT 0240.

4092 **Invoices - Accounts Payable**
Destroyed after 2 years under HT 0109.

4093 **Requisitions for Goods Not Under Contract and Purchase Orders**
Destroyed after 4 years under HT 0238.

4094 **Voucher Accounting System - A, B**
Destroyed after 4 years under HT 0241.

4095 Expense Accounts
Destroyed after 2 years under HT 0110.

4096 Attendance Sheets and Time Reports
Payroll for departmental employees, attendance, bi-weekly pay, and wages distribution.
Destroyed after 2 years under HT 0239.

4097 **Employee Files**
Destroyed 2 years after closure under HT 0139.

4098 ENGINEERING AND TECHNICAL SERVICES
Government Air/Radio

Government Air/Radio provides air transportation, radio communication systems and services for the province of Manitoba in routine assignments and in emergencies such as for air ambulances and forest fire suppression.

Records

4099 Government Air/Radio - Office Files
Destroyed after 4 years under HT 0450.

## MANITOBA HIGHWAYS AND TRANSPORTATION

4100 Aircraft Maintenance Records
Registration and air worthiness certificates, weight and balance approval, radio licences, work orders detailing maintenance completed (Technical Log Book) and historical files.
Destroyed when aircraft is deregistered under HT 0451.

4101 Commercial Charter Aircraft
Company - Invoices
Invoices from commercial charter aircraft companies for services.
Destroyed after 4 years under HT 0408.

4102 Air Service and Commercial Charter Scheduling Books
Daily comparison of charter flights scheduled using government aircraft and commercial carrier aircraft.
Destroyed after 4 years under HT 0407.

4103 Journey Log Sheets
Flights of branch aircraft including details concerning crew, cargo, trip duration, mileage, engine performance.
Destroyed after 4 years under HT 0406.

4104 Manifests and Air Travel Requisition
All passengers and freight carried in flight, and requests for use of government planes and for charters of commercial aircraft.
Destroyed after 4 years under HT 0405.

4105 Daily Flight Schedules
Daily summaries of chartered flights by government employees using commercial charter aircraft or government aircraft.
Destroyed after 4 years under HT 0404.

4106 Radio Services Property Transfers Forms
Destroyed after 4 years under HT 0403.

4107 Radio Services Work Orders
Destroyed after 4 years under HT 0402.

4108 Accounts Receivable
Destroyed after 4 years under HT 0399.

4109 Accounts Payable
Destroyed after 4 years under HT 0400.

4110 Accounts Payable and Accounts Receivable Ledgers
Destroyed after 6 years under HT 0401.

4111 Requisitions and Purchase Orders
Destroyed after 4 years under HT 0398.

4112 Attendance Records
Destroyed after 4 years under HT 0397.

MANITOBA HIGHWAYS AND TRANSPORTATION

4113 TRANSPORTATION POLICY, PROGRAMS AND RESEARCH

Transportation Policy, Programs and Research includes Policy, Programs, and Research.

Records

4114 Transportation Policy, Programs and Research - **Office Files**
Destroyed after 15 years under HT 0433.

4115 Administration - Administrative Work Schedules and Reports
Identification of projects, works schedules, and results.
Destroyed after 1 year under HT 0272.

4116 Administration - **Voucher Accounting System** A, C
Destroyed after 4 years under HT 0278.

4117 Administration - **Day Copies**
Destroyed after 3 years under HT 0210.

4118 Administration - **Employee Files**
Transferred to Personnel Branch 2 years after closure and unnecessary records destroyed under HT 0279.

4119 TRANSPORTATION POLICY, PROGRAMS AND RESEARCH
Policy

Policy provides advice and assistance to the Minister of Highways and Transportation and ministers of other departments on transportation issues. It represents Manitoba in regulatory proceedings and appeals decisions to the federal minister and Cabinet. It is responsible for the assessment of federal policies, programs, and research and the consequent effects on Manitoba. The branch provides regulatory support to the Motor Transport Board and represents Manitoba in federal-provincial, interprovincial, and industry meetings, and before Standing Committees. The branch also provides technical information and assistance to the private and public sectors on transportation costs, service and other issues.

Records

4120 Canadian Transport Commission Hearing Transcripts
Canadian Transport Commission transcripts of hearings regarding freight rate increases, service facilities, fare and air service charges.
Destroyed after 15 years under HT 0204.

MANITOBA HIGHWAYS AND TRANSPORTATION

4121 Rail, Air, Marine, Highway and Transportation Files
Correspondence with other jurisdictions, organizations and members of the transportation industry, data for hearings, submissions and exchanges with the federal government on behalf of the province regarding air/rail/truck/marine transportation issues such as statutory grain rates, costing hearings, rail line abandonment, deregulation, and employment).
Transferred to Archives after 15 years under HT 0211A.

4122 Brandon Air Service Hearings, 1978-1980
Survey materials, submissions regarding jet air service prepared by the Department for hearings before Air Transport Committee of the Canadian Transport Committee in 1980.
Destroy after 15 years, subject to archival selection, under HT 0209.

4123 Decision of Transportation Regulatory Bodies
Decisions, orders and regulations of transportation regulatory bodies in Canada.
Destroyed after 15 years under HT 0206.

4124 Submissions to Federal Royal Commissions
Provincial government submissions regarding freight rates and transportation issues to federal Royal Commissions.
Transferred to Archives after 5 years under HT 0205.

4125 Consultants Proposals/Studies (Rejected or Unused)
Studies regarding transportation submitted to the Department and subsequently rejected.
Destroyed 1 year after selection process is completed under HT 0277.

4126 TRANSPORTATION POLICY, PROGRAMS AND RESEARCH
Programs

Programs is responsible for programs such as the Physical Distribution Program, Northern and Southern Airport Assistance Program, Technical Information and Assistance Program, and Program for the Transportation of the Mobility Disadvantaged.

Records

4127 Physical Distribution Program Records
Inquiries from business and industry regarding transportation, distribution and storage practices, and the response of staff transport economist including studies and recommendations. Queries may involve a variety of subjects including route optimization, warehouse design, inventory management. Also includes records of projects and promotional activities dealing with transportation energy management and conservation, such as the Pro-Trucker Program promoting fuel conservation in the trucking industry. Physical distribution embraces the broad range of activities concerned with efficient movement of products from production to the consumer.
Destroyed 10 years after closure under HT 0273A.

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4128 Technical Information and Assistance Program Records
Inquiries from the private sector and government regarding transportation rates and service problems, responses of staff transport economist including study and recommendations. May include such matters as transportation costs of locating an industry in Manitoba and issues concerning transportation service.
Destroyed after 15 years under HT 0274.

4129 Transportation for the Mobility Disadvantaged Files
Delivery of program for the transportation for the mobility disadvantaged including evidence of grants to rural communities for purchase and operation of handi-vans, financial reports, community statistics, program guidelines, statistics, and correspondence with interest groups regarding transportation issues affecting the mobility disadvantaged.
Destroyed after 20 years, subject to archival selection of grant applications, program administration files and correspondence with interest groups under HT 0276A.

4130 Southern and Northern Airports Program Files
Monitoring of airport activities and operations including inspection reports, airport profiles, and correspondence with local airport commissions. The program provides operating and maintenance grants to community airports.
Destroyed after 20 years under HT 0434.

4131 Transportation Sub-Agreement Records, to March 1990
Exchanges between project groups in the provincial and federal governments including project planning and implementation, and progress and evaluation reports.
Destroyed after 10 years under HT 0275.

4132 TRANSPORTATION POLICY, PROGRAMS AND RESEARCH
Research

Research provides analytical support and research for the division and is responsible for the organization and monitoring of contracted research. It collects, processes, and distributes transportation statistics; evaluates and analyzes transportation systems; and represents the province on intergovernmental committees and task forces.

4133 DRIVER AND VEHICLE LICENSING

Driver and Vehicle Licensing includes Safety, Licensing, Systems and Data Processing, Administration and Finance, Transport Safety and Regulation.

MANITOBA HIGHWAYS AND TRANSPORTATION

Records

4134 Registrar and Deputy Registrar - Office Files
Destroyed after 3 years (hard copy); destroyed after 10 years (microfiche), under HT/DVL 0063 and HT/DVL 0076.

4135 DRIVER AND VEHICLE LICENSING
Safety

Safety implements and administers the systems and procedures for delivering highway safety programs including the maintenance of driver records and driver improvement and control activities. It monitors physical standards, alcohol and drug abuse by drivers, driver licence suspensions and is responsible for all activities relating to the testing of drivers.

Records

4136 Traffic Accident Report Forms
Details of accidents including location, time and road conditions.
Destroyed after 2 years under HT/DVL 0051.

4137 Driver Conviction Certificates
Records include driver's address, licence number, vehicle description, arresting officer, judge, magistrate or Crown prosecutor, disposition.
Destroyed after 2 years under HT/DVL 0057.

4138 Accident Processing - Driver Licensing System Report
Twice-weekly report detailing all traffic accidents processed through the Driver Licensing System.
Destroyed after 15 months under HT/DVL 0052.

4139 Order Setting Security
Record of cash or securities deposited by uninsured drivers who have been involved in motor vehicle accidents.
Destroyed after 6 years under HT/DVL 0058.

4140 Driver Improvement and Control - Manager - Office Files
Destroyed after 2 years under HT/DVL 0055.

4141 Driver Improvement and Control - Driver Licensing System Reports.
Monthly, weekly, and twice weekly reports concerning warnings, probationary licences, and suspensions.
Destroyed after a minimum of 1 month to a maximum of 1 year under HT/DVL 0061.

4142 Driver Record Searches
Requests for searches of driver records and requests for copies of traffic accident reports.
Destroyed after 1 year under HT/DVL 0059.

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4143 Driver Licensing System Reports
Monthly and weekly analytical and statistical reports concerning driver records, offences, and accidents.
Destroyed after a minimum of 1 month to a maximum of 7 years under HT/DVL 0060.

4144 Driver Record Files
Records include licences, suspensions, convictions, non-compliances, medical details.
Destroyed after 2 months under HT/DVL 0056.

4145 Alcohol and Drug Abuse Program - Driver Licensing System Reports
Alcohol and Drug Abuse Program list of drivers including names and licence numbers.
Destroyed after 2 years under HT/DVL 0062.

4146 Medical Records - Driver Licensing System Reports
Actions taken as a result of reported medical condition, driver failure to comply with division's requirements, or complaints.
Destroyed after a minimum of 1 month to a maximum of 5 years under HT/DVL 0054.

4147 Medical Record Files
Communication between drivers and Driver and Vehicle Licensing and statements regarding legal exemptions for seat belt and helmet use.
Destroyed after a minimum of 2 years to a maximum of 4 years under HT/DVL 0053.

4148 Chief Driver Examiner, Doncaster Office Manager - Office Files
Destroyed after a minimum of 2 months to a maximum of 2 years under HT/DVL 0049.

4149 Driver Testing Files
Requests for authority to operate a vehicle and for drivers' licences. Includes declarations of guardianships, 24-hour and 45-day permits, road test waivers, written test applications, driver examination cards, driver testing appointment sheets, and road test statistics.
Destroyed variably under HT/DVL 0050A.

4150 Driver Testing - Accounting Files
Cash Received and deposited by Driver Testing.
Cash Register tapes, deposit book copies and bank statements destroyed after 6 years; daily cash register summary reports and agents weekly summary reports destroyed after 1 to 3 months under HT/DVL 0071A.

4151 Rural Offices - Driver Testing Records
Regional office records of the testing and licensing of Manitoba drivers including appointment sheets, written test applications, driver examination cards, Alcoholism Foundation cards, and records of group attendance.
Destroyed variably under HT/DVL 0072A.

MANITOBA HIGHWAYS AND TRANSPORTATION

4152 Rural Branch Offices Administrators - Office Files
Destroyed after a minimum of 2 months to a maximum of 2 years under HT/DVL 0074.

4153 Rural Branch Offices - Accounting Files
Accounts payable, cash received and deposited records.
Destroyed after a minimum of 2 months to a maximum of 6 years under HT/DVL 0073.

4154 DRIVER AND VEHICLE LICENSING
Licensing

Licensing implements and administers systems and procedures for the issuance and renewal of driver licences and vehicle registrations in accordance the Canadian Agreement on Vehicle Registration, departmental policies, the following statutes: The Highway Traffic Act, The Taxicab Act, The Snowmobile Act, The Manitoba Public Insurance Corporation Act. It maintains licensing and registration records, information retrieval systems, and provides commercial motor vehicle safety inspection and vehicle standards services.

Records

4155 Director of Licensing - Office Files
Destroyed after 4 years under HT/DVL 0030.

4156 Driver Licensing Supervisor's - Office Files
Destroyed after 2 years under HT/DVL 0031.

4157 Driver Licence Agents - Summary Reports
Weekly and daily transactions performed by authorized Driver Licensing agencies, branch offices, and Driver Testing Mobile Units.
Destroyed after 2 years under HT/DVL 0032.

4158 Driver Licensing Bulletins
Procedural information regarding the issuance of drivers' licences.
Destroyed after 5 years under HT/DVL 0033.

4159 Drivers Licensing System
A data base generating various statistical and analytical reports about motor vehicles, safety, driver records and licensing. Includes data related to driver history and status, medical history, accidents, charges laid, convictions, suspensions, prohibitions, insurance, road conditions, accounts payable and receivable.
Destroyed after 4 months, supporting documents such as copies of marriage certificates to be microfilmed prior to destruction; output distributed throughout the Department, under HT/DVL 0069.

4160 Driver Licensing - Mark-off Sheets
Listing of driver's licence validation stickers issued.
Destroyed after 2 years under HT/DVL 0034.

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4161 Driver Licensing - Driver Licensing System Reports
Monthly and weekly reports listing transactions applied to a driver's record.
Destroyed after a minimum of 1 month to a maximum of 7 years under HT/DVL 0035.

4162 Driver Licensing - Surrendered Driver Licenses
Licenses and associated documents such as change of address notices surrendered upon application for Manitoba license.
Destroyed after 1 month under HT/DVL 0080.

4163 Vehicle Registration Supervisor - Office Files
Destroyed after 2 years under HT/DVL 0036.

4164 Rural Offices - Commercial Vehicle Registration Applications
Registration of commercial vehicles, public service vehicles, livery vehicles (taxicabs in rural areas) and refund forms.
Destroyed after 6 months under HT/DVL 0075A.

4165 Vehicle Registration Records
Registration of commercial vehicles, public service vehicles, and U-drive vehicles in Manitoba. Includes vehicle insurance, description, name and address of registered owner, plate number.
Destroyed after a minimum of 1 month to a maximum of 2 years under HT/DVL 0037A.

4166 Vehicle Registration Refunds (Copies)
Registration refunds for commercial vehicles, public service vehicles, U-drive vehicles, and dealers' registrations.
Destroyed after 1 year under HT/DVL 0038.

4167 Vehicle Registrations - Application Forms
Applications to register commercial vehicles, public service vehicles, U-drive vehicles, and dealers' registrations, and to amend existing registrations.
Destroyed after 6 months under HT/DVL 0039.

4168 Vehicle Registrations - Single Application for Vehicle Registration (SAVR) Registration System
Commercial vehicle information for inter-provincial licencing of vehicles including host province applications. SAVR calculates Proportional Reciprocity Plan, registration and sales tax fractions for each province, registration fees and insurance premuims.
Continually updated or destroyed after 3 months except host province applications which are destroyed after 6 years under HT/DVL 0079.

4169 Dealer Bonds
Surety bonds filed by vehicle dealers and salesmen as prerequisites for obtaining a permits. Includes surety bonds, amendments or riders, continuation certificates, cancellation notices, and related correspondence.
Destroyed 2 years after cancellation under HT/DVL 0078.

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4170 Dealer Bond Claims
Legal validations of dealer surety bond claims registered by individuals who have suffered losses as a result of dishonest or criminal behaviour on the part of dealers or salespersons.
Destroyed after 7 years under HT/DVL 0040.

4171 Dealer and Salesperson Permit Applications
Annual applications to operate as licenced dealer, salesperson, or wrecker in Manitoba.
Destroyed after 1 year under HT/DVL 0041.

4172 Dealers and Wreckers Files
Reports detailing temporary registration of vehicles in Manitoba.
Destroyed after 1 year under HT/DVL 0042.

4173 Complaints Regarding Dealers or Wreckers
Destroyed after 2 years under HT/DVL 0044.

4174 Dealers and Salespersons - Criminal Records
Authorizations for search and release of criminal records and copies of same, completed by all applicants for dealers' and salespersons' licences.
Destroyed after 5 years under HT/DVL 0045.

4175 Information Centre - Office Files
Requests for searches identifying party doing a search and the type of information sought.
Destroyed after 6 months under HT/DVL 0046.

4176 Information Centre - Drivers System Reports
Monthly reports of transactions applied to drivers' records.
Destroyed after a minimum of 1 month to a maximum of 7 years under HT/DVL 0047.

4177 Personalized Licence Plate Files
Personalized licence plates issued, names, addresses of owners, date of release of plates.
Destroyed after 1 and 2 years under HT/DVL 0048A.

4178 Director of Highway Safety - Office Files, 1983-1986
Destroyed after 4 years under HT/DVL 0064.

4179 Commercial Vehicle Inspection - Vehicle Standards Files
Results of inspections performed on commercial vehicles and, where applicable, repairs required.
Destroyed after 3 years under HT/DVL 0065.

4180 Commercial Vehicle Inspection - Office Files
Destroyed after 2 years under HT/DVL 0066.

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4181 Vehicle Inspection Reports
Results of inspections of school buses, public service vehicles, and ambulances including record of repairs required.
Destroyed after 1 year under HT/DVL 0067.

4182 Deceased List
Vital Statistics listing of deaths in Manitoba.
Destroyed after 3 years under HT/DVL 0068.

4183 Vehicle Registration System
Listing of previous years registrations by name of owner, serial number, and by licence plate number.
Destroyed after 7 years under HT/DVL 0070.

4184 DRIVER AND VEHICLE LICENSING
Systems and Data Processing

Systems and Data Processing provides the division with computer and program support through the organization, collection, storage, transmission and processing of data. It supplies technical support in the form of procedure automation, system modifications, and word processing.

Records

4185 Director of Systems - Office Files
Destroyed after 4 years under HT/DVL 0012.

4186 Director of Systems - Drivers Licensing System Reports
Summaries of drivers by status (active, inactive, suspended), number holding conditionals (a licence which sets out specific conditions of driving), and motorcycle endorsements.
Destroyed after 4 years under HT/DVL 0013.

4187 Systems Programming Supervisor - Office Files
Destroyed after 2 years under HT/DVL 0014.

4188 Systems Production Records
Record of Drivers Licensing System output including production and test runs.
Destroyed after 1 month under HT/DVL 0015.

4189 Systems Operations Coordinator - Office Files
Destroyed after 2 years under HT/DVL 0020.

4190 Word Processing Supervisor - Office Files
Destroyed after 2 years under HT/DVL 0077.

4191 Systems Data Control - Batch Records
Batch control logs.
Destroyed after 1 year under HT/DVL 0021A.

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4192 Data Control - Daily Reconciliation
Daily cash received by cashiers.
Destroyed after 1 year under HT/DVL 0022.

4193 Systems Data Control - Batch Microfilm
All transactions processed through the system.
Destroyed after 10 and 7 years under HT/DVL 0024A.

4194 Data Control - Drivers Licensing System Reports
Monthly and weekly reports detailing cash transactions made by Driver Licensing agents and the number of transactions processed through the Drivers Licensing System.
Destroyed after a minimum of 1 month to a maximum of 5 years under HT/DVL 0025.

4195 Systems Data Control - Drivers Systems Reports
Master driver licensing file.
Transferred to Archives after 10 years under HT/DVL 0026A.

4196 Data Corrections - Driver Licensing System Reports
Monthly and weekly reports detailing transactions applied to drivers' records including transactions rejected and warning messages regarding the record.
Destroyed after a minimum of 1 month to a maximum of 7 years under HT/DVL 0027.

### 4197 DRIVER AND VEHICLE LICENSING
### Financial and Administrative Services

Financial and Administrative Services provides the division with financial direction, planning, management, and accounting services. It is also responsible for stores, inventories, postal services, staff training, research and statistics, forms control, and the coordination of Workplace Safety and Health Committees.

Records

4198 Financial and Administrative Services - Office Files
Destroyed after 2 years under HT/DVL 0001.

4199 Division Budget Files
Estimate books and working papers for estimates.
Destroyed after 3 years under HT/DVL 0005.

4200 Revenue and Expenditure Analysis
Record of division revenue including general ledger detail, journal entry batch balancing, general ledger trial balance, fee study, distribution statement, general ledger.
Destroyed after 4 years under HT/DVL 0010.

Send Applications to Access Guide 3671

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4201 **Canadian Agreement on Vehicle Registration Forms - Audits**
Compliance and verification audits conducted on Manitoba registered carriers under the Canadian Agreement on Vehicle Registration.
Destroyed after 10 years under HT 0292.

4202 **Research Analyst - Office Files**
Destroyed after 2 years under HT/DVL 0028.

4203 **Research Analyst - Driver Licensing System Reports**
Monthly Driver Licensing System statistical and analytical reports regarding criminal code offences; alcohol related offences; drivers and accidents by age, sex, points, class; convictions, and suspensions by age, sex, points.
Destroyed after 5 years under HT/DVL 0029.

4204 **Account Receivable Records - Computer System**
Driver licensing accounts.
Destroyed after a minimum of 4 months to a maximum of 7 years under HT/DVL 0002.

4205 **Cash Collection Records**
Cash received and deposited for vehicle registrations and drivers licences including bank statements, records of deposits, cashier deposits, cash register tapes, cash reconciliation reports, bank authorization reports, receipt books and receipts, manual billing system records, departmental receipt distribution forms.
Destroyed after 6 years under HT/DVL 0017.

4206 **Accounts Payable Files**
Division expenditures including Voucher Accounting System A-C, R, U, invoices, purchase orders, cheque book stubs, fleet vehicle reports, petty cash records, private mileage records (copies) and accountable advance records (copies).
Destroyed after 2 years under HT/DVL 0019A.

4207 **Driver Licence Refund Records**
Correspondence with public regarding driver licence refunds including copy of refund application and refund transaction.
Destroyed after 4 years under HT/DVL 0003.

4208 **Purchase Requisitions**
Destroyed after 4 years under HT/DVL 0006.

4209 **Financial Services - Driver Licensing System Reports**
Weekly and monthly audit reports from the Driver Licensing System (Access Guide Number 4190).
Destroyed after a minimum of 1 month to a maximum of 6 years under HT/DVL 0004.

4210 **Administrative Services - Office Files**
Destroyed after 2 years under HT/DVL 0007.

4211 **Training Services Supervisor - Office Files**
Destroyed after 2 years under HT/DVL 0009.

4212 **Training Services Files - Procedure Updates**
Procedures for using the Drivers Licensing System (Access Guide Number 4159).
Destroyed after 2 years under HT/DVL 0010.

4213 **Training Services Files**
Applications to attend courses offered by the Civil Service Commission or by outside agencies.
Destroyed after 1 year under HT/DVL 0011.

4214 **Forms Control Clerk - Office Files**
Design and printing of division forms and form letters.
Destroyed after 1 month under HT/DVL 0016.

4215 **Mailroom Ledgers**
Log of incoming mail, registered items, cheques, and money orders.
Destroyed after 18 months under HT/DVL 0008.

4216 **DRIVER AND VEHICLE LICENSING**
Transport, Safety and Regulation

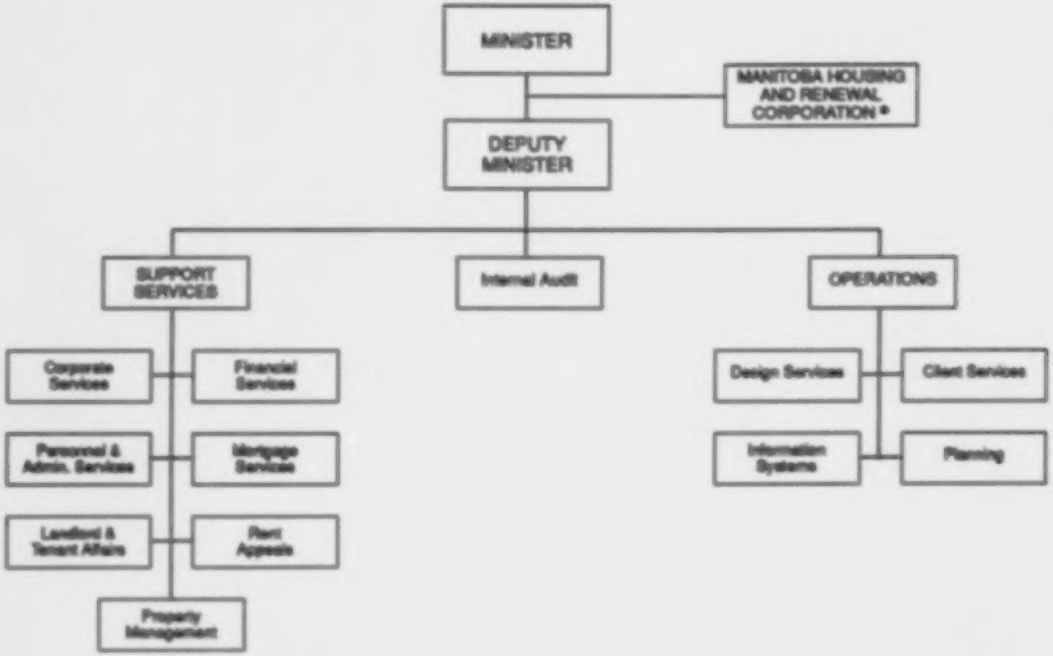
Transport, Safety and Regulation implements a comprehensive code of minimum performance standards for the safe operation of commercial vehicles in a uniform manner pursuant to the National Safety Code.

Records

4217 **Transport, Safety and Regulation - Director - Office Files**
Destroyed after 4 years under HT/DVL 0081.

4218 **Dealer Bonds**
Surety bonds filed by vehicle dealers and salesmen as prerequisites for obtaining a permits. Includes surety bonds, amendments or riders, continuation certificates, cancellation notices, and related correspondence.
Destroyed 2 years after cancellation under DVL 0078.

# HOUSING


MINISTER
MANITOBA HOUSING AND RENEWAL CORPORATION *
DEPUTY MINISTER
SUPPORT SERVICES
Internal Audit
OPERATIONS
Corporate Services
Financial Services
Personnel & Admin. Services
Mortgage Services
Landlord & Tenant Affairs
Rent Appeals
Property Management
Design Services
Client Services
Information Systems
Planning

MANITOBA HOUSING

4250 Manitoba Housing together with the Manitoba Housing and Renewal Corporation (see Access Guide Numbers 7650 to 7656) works to influence and participate in the major activities of the housing and residential tenancies markets. It acts under the authority of The Housing and Renewal Corporation Act, The Landlord and Tenant Act, The Residential Rent Regulation Act, and The Condominium Act.

The Department delivers programs and provides funding for the grant and regulatory programs. It endeavors to ensure: that the housing supply is sufficient; that low/moderate income and special needs consumers have access to affordable, adequate housing; that the province's existing and aging housing stock is improved and preserved; and that a mechanism exists to regulate private market rents and to mediate and arbitrate disputes between landlords and tenants.

4251 Applications for access to the records of Manitoba Housing may be sent to the Access Coordinator:

Freedom of Information
Access Coordinator
Manitoba Housing
603 - 287 Broadway
Winnipeg
R3C 0R9
Ph: 945-4993

Arrangements for examining records and for obtaining photocopies may be made through the Access Coordinator.

All government offices are listed by community at the end of the Access Guide green pages.

4252 The Access Officer for Manitoba Housing is:

Director, Communications
Manitoba Housing
603 - 287 Broadway
Winnipeg
R3C 0R9

MINISTER

Records

4253 **Minister - Office Files**
Transferred to Archives after 4 years under HO 0003A.

4254 **Cabinet Records** - Other Departments
Destroyed after current year under HO 0180.

## MANITOBA HOUSING

### DEPUTY MINISTER

Records

4255 **Deputy Minister - Office Files**
Transferred to Archives after 6 years, under HO 0064.

4256 **Communications - Office Files**
Destroyed after 3 years under HO 0145.

4257 **Program Files**
Development and implementation of a communications strategy including background information on all departmental programs.
Destroyed after 4 years under HO 0146.

4258 **Project Files**
Communications for Manitoba Housing projects including press releases, speeches, and advertising requisitions.
Destroyed 3 years after project completion under HO 0147.

4259 **Public Information Television Announcements**
Televised announcements/explanations of departmental programs such as rent regulation.
Transferred to Archives after 5 years under HO 0148.

### 4260 SUPPORT SERVICES

Support Services provides administrative assistance to the program staff of Manitoba Housing. It includes Corporate Services, Financial Services, Personnel, Mortgage Services, Landlord and Tenant Affairs, Rent Appeals and Property Management.

Records

4261 **Executive Director - Office Files**
Destroyed after 6 years under HO 0077.

4262 **Information Systems - Office Files**
Destroyed after 6 years under HO 0118.

### 4263 SUPPORT SERVICES
Corporate Services

Corporate Services provides paralegal services to the Department including the preparation of contracts and legal documents, and secretariat support to the Board of Directors of Manitoba Housing and Renewal Corporation.

MANITOBA HOUSING

4264 SUPPORT SERVICES
Financial Services

Financial Services provides accounts payable, accounts receivable, and accounting services to the Department. It also administers certain grants and assistance programs.

Records

4265 Manager - Office Files
Destroyed after 6 years under HO 0075.

4266 General Ledger - Computer System
Departmental revenue and expenditure.
Destroyed from a minimum of 1 month to a maximum of 25 years; transferred to Archives (final monthly edit and summary ledger) under HO/MHR 0010.

4267 Land Development Files
Costs of land development (underground services, engineering costs, development agreement levies, finance charges) and revenue realized from the sale of lots.
Destroyed 7 years after closure under HO 0172.

4268 Rural and Northern Program - Financial Administration
Advance requests, amortization schedules, correspondence regarding subsidy claims.
Destroyed after 7 years under HO/MHR 0017.

4269 Rural and Northern Accounts Receivable Sub-ledger - Computer System
Revenue and expenditure of Rural and Northern Housing programs.
Destroyed after a minimum of 1 month to a maximum of 2 years, with the exception of the monthly ledgers and edits which are transferred to Archives under HO/MHR 0011.

4270 Critical Home Repair Program - Accounts Receivable Sub-Ledger - Computer System
Monthly payments of Critical Home Repair Program.
Destroyed after a minimum of 1 month to a maximum of 2 years, with the exception of monthly ledgers and monthly/weekly edits which are transferred to Archives under HO/MHR 0012.

4271 Critical Home Repair Program - Loan Files
Applications for Critical Home Repair loans, notices of approval, mortgage input sheets, promissory notes, and payment standings.
Destroyed 1 year after closure of account under HO/MHR 0021.

4272 Homes in Manitoba Program - Accounts Receivable Sub-Ledger - Computer System
Financial transactions of Homes in Manitoba Program.
Destroyed after a minimum of 1 month to a maximum of 2 years, with the exception of the year-end ledger and monthly edits which are transferred to Archives under HO/MHR 0013.

MANITOBA HOUSING

4273 **Homes in Manitoba** Program - Disbursement Records
Cheque requisitions, cheques, and drafts for **Homes in Manitoba** funds.
Destroyed after 7 years with the exception of the draft and cheque posting copies which are transferred to Archives after 7 years under HO/MHR 0006A.

4274 **Housing Authority** Files
Accounting record of **housing authorities** including financial statements, details of Canada Mortgage and Housing Corporation loans, and subsidy claims.
Transferred to Archives after 10 years under HO/MHR 0023.

4275 Land Files
Financial and administrative record of all vacant land owned by Manitoba Housing and Renewal Corporation including cheque requisitions, journal entries, and correspondence.
Destroyed 1 year after closure under HO/MHR 0022.

4276 Property Tax Files
Property taxes paid on all land and buildings owned by Manitoba Housing and Renewal Corporation.
Destroyed after 7 years under HO 0020.

4277 Canada Mortgage and Housing Corporation Ledgers (CMHC)
Financial transactions of housing programs jointly funded by Canada Mortgage and Housing Corporation and Manitoba Housing.
Destroyed after 7 years under HO/MHR 0016.

4278 Insurance - **Office Files**
Destroyed after 7 years under HO/MHR 0025.

4279 Insurance Policies
Insurance policies taken out by **housing authorities** for properties owned by Manitoba Housing and Renewal Corporation in rural areas, and those taken out by the Corporation to cover properties which it rents or mortgages directly. May include original policies or certified copies, home owner listings, and rental listings.
Destroyed one year after termination of policy under HO/MHR 0024.

4280 Project Files
Records of costs of Manitoba Housing and Renewal corporation projects including copies of cost-sharing agreement, change order, fire insurance policy, land cost finalized document, final cost certificate and final cost debenture and original progress claim and progress claim requisition.
Destroyed 6 years after debenture has expired under HO 0018.

4281 Accounting Control Files
Destroyed after 2 years under HO 0074.

4282 Receipt Books - **Accounts Receivable**
Destroyed after 4 years under HO 0073.

MANITOBA HOUSING

4283 Deposits
Destroyed after 7 years under HO/MHR 0001.

4284 Journal Entry Sheets
Transferred to Archives after 4 years under HO/MHR 0002A.

4285 Invoices - Accounts Receivable
Destroyed after 7 years under HO/MHR 0014.

4286 Cheque Control Records - Special Programs
Manual cheque requisitions, instructions for voiding cheques, stop payments, recovery of funds statements, and voided cheques.
Transferred to Archives after 7 years under HO/MHR 0008A.

4287 Cheque Requisitions - Accounts Payable
Destroyed after 7 years under HO/MHR 0003A.

4288 Cheque - Accounts Payable
Destroyed after 7 years with the exception of the numerical copy which is transferred to Archives under HO/MHR 0004A.

4289 Benefit Cheques
Benefits to renters and homeowners under Housing programs.
Destroyed after 7 years under HO/MHR 0005A.

4290 Bank Reconciliation Control Records
Cheque register, proof of bank reconciliation forms, and outstanding and cashed cheque lists.
Destroyed after 15 years under HO/MHR 0007.

4291 Error Correction Sheets
Transferred to Archives after 4 years under HO/MHR 0009.

4292 Budget Preparation Files
Destroyed after 5 years under HO 0102.

4293 Cash Flow and Commitment Reports
Destroyed after 1 year under HO 0101.

4294 Detailed Estimates Book and Minister's House Book
Destroyed after 5 years under HO 0103.

4295 Voucher Accounting System - A, E, F
Destroyed after 2 years under HO 0149.

4296 Voucher Accounting System - J, M, N
Destroyed after current year with the exception of the Budget Officer's copies which are destroyed after 2 years under HO 0104.

4297 Voucher Accounting System - U, V, R, S, T (1-6)
Destroyed after 2 years under HO 0105.

4298 Voucher Accounting System - R, S, T (1-6)
Destroyed after 6 years under HO 0106.

MANITOBA HOUSING

4299 Budget and Administration - Office Files
Destroyed after 1 year under HO 0070.

4300 Budget and Administration Manager - Office Files
Destroyed after 2 years under HO 0076.

4301 Vehicle Control Records
Destroyed after 7 years under HO 0071.

4302 Purchasing Records
Purchase orders, suppliers' packing slips, requisitions.
Destroyed after 4 years under HO 0072.

4303 SUPPORT SERVICES
Personnel

Personnel provides personnel and payroll services to the Department. Personnel branch includes Administrative Services.

Records

4304 Personnel - Office Files
Destroyed after 7 years under HO 0087.

4305 Competition Files
Destroyed after 5 years under HO 0066.

4306 Position Files
Destroyed after 4 years after position is abolished under HO 0067.

4307 Employee Files
Destroyed 60 years after closure under HO 0088.

4308 Employee Files - Student Files
Destroyed after 60 years under HO 0068.

4309 MEIS - Employee History Cards
Destroyed once superseded under HO 0091.

4310 Revenue Canada TD1 Forms
Destroyed after 6 years under HO 0090.

4311 Attendance Records
Destroyed after 10 years under HO 0121.

4312 Time Sheets - Casual Employees
Destroyed after 60 years under HO 0089.

4313 Payroll - Office Files
Destroyed after 5 years under HO 0122.

4314 Payroll System Reports
Destroyed after 6 years under HO 0092.

## MANITOBA HOUSING

4315 **Payroll System** - Increment Worksheets
Destroyed after 1 year under HO 0125.

4316 Manitoba Housing and Renewal Corporation - Payroll Worksheets, 1967-1984
Destroy after 60 years under HO 0065.

4317 Manitoba Housing and Renewal Corporation - Royal Bank Payroll, 1974-1984
Destroy after 60 years under HO 0069.

### 4318 SUPPORT SERVICES
Admistrative Services

Administrative Services is responsible for stationary, furniture, office equipment, administration of the paid parking program, coordination of fleet vehicles, **records management**, photocopying and report binding services, maintenance coordination and related administrative functions.

Records

4319 Administrative Services - **Office Files**
destroyed after 6 years under HO 0234.

### 4320 SUPPORT SERVICES
Mortgage Services

Mortgage Services acquires land for departmental building programs, provides direction and planning for subdivision development and marketing, and processes and underwrites mortgage loan applications.

Records

4321 Mortgage Services - **Office Files**
Destroyed after 4 years under HO 0158.

4322 Project Files
Development of land owned by Manitoba Housing and Renewal Corporation including approvals, contracts, technical data relating to the infrastructure installation.
Destroyed 8 years after completion of the land development phase under HO 0085.

4323 Subdivision Marketing Files
Marketing of lots for sale or lease in subdivisions developed by Manitoba Housing and Renewal Corporation. Includes engineers' and consultants' reports concerning zoning, building regulations, soil conditions, and landscaping; promotional material; development agreements between Manitoba Housing and Renewal Corporation and municipalities; correspondence with builders, departmental officials and municipal authorities.
Destroyed after termination of Corporation's role under HO 0153.

MANITOBA HOUSING

4324 Lot Services
Sale and lease of lots owned by Manitoba Housing and Renewal Corporation including application forms, agreements, correspondence regarding second sale from builder to individual, and site and building plans.
Destroyed after completion of sale or termination of lease under HO 154.

4325 Real Property - Office Files
Destroyed after 5 years under HO 0168.

4326 Register of Lots Sold/Leased
Summaries of all sales and leasing of land owned by Manitoba Housing and Renewal Corporation.
Destroyed after completion of sale or termination of lease under HO 0155.

4327 Land and Mortgage Services - Employee Files
Transferred to Personnel after closure and unnecessary records destroyed under HO 0159.

4328 Homes in Manitoba - Manager's Office Files
Destroyed after 5 years under HO 0131.

4329 Homes in Manitoba - Client Files
Applications for assistance under the various Homes in Manitoba Programs (Affordable New Homes, Buy and Renovate, Rentalstarts). Files include evidence of eligibility (income, proof of ownership), appraisal, insurance data, and chattel mortgage.
Destroyed 7 years after closure, with the exception of cancelled/declined files which are destroyed after 3 years under HO 0093.

4330 Homes in Manitoba - Requests for Funds Memoranda
Request to Manitoba Finance for funds required daily.
Destroyed after 1 year under HO 0135.

4331 Homes in Manitoba - Servicing Agreements
Agreements between Manitoba Housing and Renewal Corporation and the banks or credit unions to underwrite and service program accounts.
Destroyed once agreement is terminated under HO 0134.

4332 Homes in Manitoba - Employee Files
Transferred to Personnel after closure and unnecessary records destroyed under HO 0132.

4333 Mobile Home Loan Guarantee Program Records
Loans guaranteed under the program include requests for agreement from servicing agents, requests to guarantee, lenders' application forms and related correspondence.
Destroyed 6 years after closure under HO 0097.

4334 The Pas Mobile Home Subdivision Records
Land mortgages provided by the program and repayment or foreclosure. Includes realtors' applications and related correspondence, clients' offers to purchase, mortgage loan applications, land transfers, and mortgages.
Destroyed 6 years after closure under HO 0096.

MANITOBA HOUSING

4335 Street Address Card Index
Houses for which people have applied for or received assistance under one of the Homes in Manitoba Programs. Includes the name of property owner, social insurance, Manitoba Housing and Renewal Corporation reference number, and name of program.
Destroyed following replacement or termination of operational need under HO 0099.

4336 Provincial Assisted Home Ownership Program Records, 1977-1976
Home ownership loans, subsidies and repayments including offers to purchase, applications for interest reduction loan subsidies, credit check forms, mortgages, certificates of charge, insurance policies/renewals, related correspondence with purchasers and lawyers.
Destroy 6 years after closure under HO 0098.

4337 Land Bank Files
Purchase and management of undeveloped property purchased by the Manitoba Housing and Renewal Corporation under the Land Bank Program, 1972-1977. The program was established to ensure a future supply of reasonably priced residential construction sites. Includes market appraisals, offers to sell/purchase, certificates of title, corporate Board submissions and minutes, Land Acquisition Branch appraisal, certificate of Land Value Appraisal Commission, Treasury Board submissions and minutes, service invoices, and cheque requisitions.
Destroyed 8 years after property enters a design/construction phase or is sold under HO 0213.

4338 Land Development - Office Files
Destroyed after 4 years under HO 0086.

4339 Voucher Accounting System - 3
Destroyed after 2 years with the exception of the year-end report which is destroyed after 6 years under HO 0137.

4340 SUPPORT SERVICES
Landlord and Tenant Affairs

Landlord and Tenant Affairs includes the Rent Regulation Bureau and the Office of the Rentalsman. The Bureau is empowered, under The Residential Rent Regulation Act, to regulate the amount and frequency of rent increases to residential premises. The Office of the Rentalsman governs all residential tenancies in Manitoba under The Landlord and Tenant Act. With the exception of the amount charged for rent the Office is responsible for all rental issues including repairs, security deposits, tenancy agreements, improper notices, privacy and utilities.

Records

4341 Landlord and Tenant Affairs - Office Files
Destroyed after 1 year under HO 0237.

MANITOBA HOUSING

4342 Enquiry Records
Complaints received and processed under The Landlord and Tenant Act which may include requests for repairs or for security deposit returns, and receipts for monies deposited into the Rentalsman trust account.
Destroyed after 7 years under RD 0002.

4343 Rent Registry - **Computer System**
Rent increase information compiled under **The Residential Rent Regulation Act** including notices of rent increases, existing, proposed, recommended, and final rents on applied and appealed units, summary reports by type, location, and tenant objection.
Continuously updated (master electronic file); destroyed variably (input and output) under RD 0184.

4344 Office Activity Reports - **Computer System**
Notices, objections, appeals, complaints received under The Landlord and Tenant Act and dispositions.
Continuously updated (master electronic file); destroyed variably (input and output) under RD 0185.

4345 **Day Copies**
Destroyed after 1 year under RD 0191.

4346 **Employee Files**
Transferred to Personnel after closure and unnecessary records destroyed under RD 0188.

4347 **Commitment Accounting** Records
**Voucher Accounting System** - R, T, U, material invoice vouchers and stationary invoices.
Destroyed after 6 years under RD 0235.

4348 Trust Accounts Records
Records of funds received and disbursed from the Rentalsman's Trust Account and the Rent Regulation trust Account including cancelled cheques, receipts/accounting records, bank reconciliations, and deposit slips.
Destroyed after 6 years under RD 0236.

4349 SUPPORT SERVICES
Rent Appeals

Rent Appeals processes appeals concerning rent increases from landlords and tenants, and considers applications for rent roll backs and exemptions from The Residential Rent Regulation Act.

Records

4350 Rent Appeals - Office Files
Destroyed after 6 years under RD 0190.

MANITOBA HOUSING

4351 **Panel Members**
Appointment, service, and payment of Appeal Panel members.
Destroyed 6 years after closure under HO 0189.

4352 **Rent Appeal Files**
Appeals of rent increases recommended by the Bureau and Appeal Panel decisions including acknowledgement notice, hearing notice and attendance, and notice of decision.
Destroyed after 3 years under HO 0187.

4353 **Special Appeal Files**
Appeal panel hearings and decisions under The Residential Rent Regulation Act. Cases include rehabilitation (landlord applies for exemption from rent controls), compliance (the Bureau claims a landlord has collected excessive rents), and valuation (the Bureau alleges that a landlord, by withdrawing a service without compensation to tenants, has in effect increased the rent).
Destroyed 7 years after completion of hearing under HO 0186.

4354 **Rental Property Files**
Applications for, and objections to, rent increases under The Residential Rent Regulation Act. Includes landlords' applications with supporting financial documentation, tenants' objections, correspondence seeking clarification, branch recommendations, and confirmation if not appealed. Where appeals are sought also includes notice of appeal and decision.
Destroyed 7 years after closure under HO 0001A.

4355 SUPPORT SERVICES
Property Management

Property Management administers and manages social housing programs either through direct management or through contractual agreements with housing authorities, non-profit sponsor groups, or private owners. It is responsible for compiling budget information and the analyses of revenues and expenditures for rental projects and also monitors the Winnipeg and rural housing authorities.

Records

4356 **Assistant Deputy Minister - Office Files**
Destroyed after 6 years under HO 0129 and HO 0130.

4357 **Director - Office Files**
Destroyed after 3 years under HO 0192.

4358 **Rural Land Files**
Purchase and management of rural land by the Manitoba Housing and Renewal Corporation. Includes market value appraisals, offers to sell/purchase, certificate of title, Land Acquisition Branch appraisal, certificate of Land Value Appraisal Commission, Treasury Board submissions and minutes, service invoices, and cheque requisitions.
Destroyed 8 years after property enters a design/construction phase or is sold under HO 0214.

MANITOBA HOUSING

4359 Winnipeg Land Files
Purchase and management of land in the City of Winnipeg by the Manitoba Housing and Renewal Corporation. Includes market value appraisals, offers to sell/purchase, certificate of title, Land Acquisition Branch appraisal, certificate of Land Value Appraisal Commission, Treasury Board submissions and minutes, service invoices, and cheque requisitions.
Destroyed 8 years after property enters a design/construction phase or is sold under HO 0215.

4360 Direct Management Projects Files
Management of housing units constructed by Manitoba Housing and Renewal Corporation and rented to low income and elderly persons. Includes community maps, tax records, correspondence with local housing committee, budgets, correspondence with rental agent, maintenance records, and lease agreement.
Destroyed after 5 years with the exception of the Community Files which are destroyed after 7 years under HO 0210.

4361 Housing Authority and Sponsors Files
Assistance to housing projects owned by the Manitoba Housing and Renewal Corporation and operated by housing authorities and sponsors. Project housing is provided to elderly persons and families. For each housing authority files include letters patent, Order-in-Council, lease between the Corporation and the authority/sponsor, invoices, audits, authority/sponsor minutes and agenda, tenants' association reports, complaints, rental agreements, budget control reports, maintenance and inspection reports, correspondence regarding tenants, management issues, financial reporting, and insurance.
Destroyed after 7 years with the exception of agenda and minutes which are transferred to Archives after 7 years under HO 0211.

4362 Rent Supplement Program Files
Administration of the Rent Supplement Program, a cost-shared program between the Manitoba Housing and Renewal Corporation and the Canada Mortgage and Housing Corporation, which provides affordable housing to elderly, low-income and disabled persons. Files include contracts, agreements, subsidy applications, and monthly recapitulations.
Destroyed after 41 years with the exception of monthly recapitulations which are destroyed after 6 years under HO 0212.

4363 Fire Alarm System Records
Inspection and repair of fire alarm systems in Manitoba Housing and Renewal Corporation housing units rented to low-income and elderly persons. Includes inspection reports, invoices, vouchers, service work orders.
Destroyed after 4 years under HO 0229.

4364 Urban Native Program - Office Files
Destroyed after 6 years, subject to archival selection, under HO 0230.

4365 Maintenance Chief - Office Files
Destroyed after 4 years under HO 0231.

## MANITOBA HOUSING

4366 Housing Authorities and Sponsors - Audit and Budget Files
Requests for funds from the authorities and sponsors, and annual revenues and expenditures.
Destroyed after 6 years under MO 0232.

4367 Manitoba Housing and Renewal Corporation Board Minutes and Submissions - Copies
Minutes of Board's weekly meetings and submissions reviewed by the Board.
Destroyed after 1 year under MO 0126.

4368 Coordinator of Rural Branches - Office Files
Destroyed after 3 years under MO 0193.

4369 Coordinator of Rural Branches - Employee Files
Transferred to Personnel after closure and unnecessary records destroyed under MO 0194.

4370 Administrative Officer - Office Files
Destroyed after 6 years under MO 0198.

4371 Director - Employee Files
Transferred to Personnel after closure and unnecessary records destroyed under MO 0200.

4372 Construction and Maintenance Files (Thompson/The Pas)
Expenditures related to the construction and maintenance of housing units including material lists, specifications, and invoices.
Destroyed after 7 years under MO 0202.

4373 Coordinator of Winnipeg District - Office Files
Destroyed after 6 years under MO 0203.

4374 Coordinator of Winnipeg District - Employee Files
Transferred to Personnel after closure and unnecessary records destroyed under MO 0204.

4375 Regional Housing Coordinator - Office Files
Destroyed after 3 years under MO 0207.

4376 Direct Management Projects - Payroll Records
Employment and hourly wages of housing construction and maintenance workers engaged at Thompson and The Pas.
Destroyed after 7 years under MO 0208.

4377 Direct Management Projects - Suppliers' Files
Services and materials purchased for the maintenance of direct management projects. A direct management project os tenanted and managed by Manitoba Housing, Property Management, as opposed to management by a housing authority or private sponsors.
Destroyed after 4 years under MO 0209.

MANITOBA HOUSING

4378 Short Term Job Creation Program (Rural), 1983-1984
Financial administration of the program including cheque requisitions, suppliers' invoices, payroll time sheets, Revenue Canada TD1 Forms, and cheque receipts from rural housing authorities.
Destroyed after 10 years under HO 0063.

4379 Employee Files
Transferred to Personnel after closure and unnecessary records destroyed under HO 0128.

## 4380 INTERNAL AUDIT

Internal Audit reviews program operations and recommends changes in administration and operations.

### Records

4381 Internal Audit - Office Files
Destroyed after 6 years under HO 0179.

4382 Audit Reports and Working Papers
Financial and audits of the Department and the Manitoba Housing and Renewal Corporation.
Destroyed after 10 years under HO 0183.

## 4383 OPERATIONS

Operations oversees the construction/renovation of new and existing housing stock, including the private, public and non-profit sectors. It also provides subsidies and grants to low-income homeowners and renters, and oversees the administration of some 20,000 subsidized housing units.

Operations includes Design Services, Client Services, and Information Systems and Planning.

### Records

4384 Program Delivery - Assistant Deputy Minister - Office Files, 1984-1988
Destroyed after 4 years under HO 0123.

4385 Real Property - Voucher Accounting System - B
Year end report destroyed after 6 years; monthly report destroyed after 2 years under HO 0170.

4386 Real Property - Current Assessment/Sales Ratio Listing
Computer print-out listing property sales/assessment by sales number, roll number, lot, block, plan, frontage or acreage and assessment/sales ratio according to municipality.
Destroyed after 5 years under HO 0171.

MANITOBA HOUSING

4387 OPERATIONS
Design Services

Design Services provides architectural and project construction management for all in-house building and development programs. It reviews and approves building plans of private sector projects financially assisted by the Department and or Manitoba Housing and Renewal Corporation, including RentalStart, Cooperative Homestart and Welcome Home programs.

Records

4388 Design Research Files
Published reports, clippings, sketches concerning housing design.
Destroyed after 5 years under HO 0217.

4389 Employee Files
Transferred to Personnel Services after closure and unnecessary records destroyed under HO 0218.

4390 Design Services - Office Files
Destroyed after 6 years under HO 0219.

4391 Consultants Files
Agreements and business arrangements with engineers and architects including contracts and progress billings.
Destroyed 7 years after completion of project under HO 0221.

4392 Project Files
Development and general correspondence, tenders, inspections, change orders, progress payments, exterior and interior finished material samples, and shop drawing and warranties.
Pre-1979 records and post-1979 development and general correspondence are retained for the life of the building; other records are destroyed after 7 years under HO 0222.

4393 Completed Project Records
Plans, specifications, manuals and agreements with contractors for housing projects.
Incomplete project files destroyed after 20 years; original and/or as builts destroyed after microfilming; microfilm copy transferred immediately to Archives; completed projects specifications and agreements destroyed after 5 years and manuals and warranties retained by department until contracts expire under HO 0223.

4394 Rural and Northern - Office Files
Includes minutes of the Rural and Northern Management Committee, a tripartite committee composed of Canada Mortgage and Housing Corporation, Manitoba Housing, and the Manitoba Metis Federation. The Committee determines program implementation and resolves problems that may arise.
Destroyed after 4 years with the exception of the minutes of the Rural and Northern Management Committee which are transferred to Archives under HO 0107.

MANITOBA HOUSING

4395 Rural and Northern - Manager - Office Files
Destroyed after 4 years under HO 0110.

4396 Rural and Northern - Project Files
Implementation records of the Rural and Northern Program including community information, project planning and negotiation, client data, land acquisition, construction proposals and execution.
Destroyed 10 years after project completion with the exception of the general community files and cancelled project files which are destroyed after 4 years under HO 0109.

4397 Rural and Northern - Urban Native Non-Profit Housing Program Files
Program delivery including application for assistance, certificate of title and legal description, offer to purchase, appraisal report, photographs, cheque requisitions, Canada Mortgage and Housing Corporation commitment documents, inspector's report, background of sponsor groups.
Destroyed after 25 years with the exception of rejected and withdrawn applications which are destroyed after 2 years under HO 0173.

4398 Rural and Northern - Construction Supervisor's Reference Documents
Building construction details for reference purposes.
Destroyed after 4 years under HO 0113.

4399 Remote Housing and Rural and Northern Housing Programs - Office Files, 1971-1979
Destroy 1 January 1990 with the exception of the Rural and Northern Management Committee minutes which are transferred to the Archives under HO 0108.

4400 Rural and Northern - Administrative Officer - Office Files
Destroyed after 4 years under HO 0111.

4401 Rural and Northern - Purchase Orders
Destroyed after 4 years under HO 0114.

4402 Rural and Northern - Commitment Accounting Records
Invoices, Voucher Accounting System - A to C, S, Invoices.
Destroyed after 4 years with the exception of the year-end Voucher Accounting System - S which is destroyed after 6 years under HO 0174.

4403 Rural and Northern - Employee Files
Transferred to Personnel after closure and unnecessary documents destroyed under HO 0112.

4404 OPERATIONS
Client Services

Client Services receives and processes applications, evaluates eligibility, and calculates benefits for Manitoba Housing programs providing direct financial assistance to the public. These programs include: Shelter Allowances for Family Renters, Shelter Allowances

4404 contd **for Elderly Renters, Pensioners School Tax Assistance Program, Core Area Initiative Home Repair Program, Core Area Initiative Grants for Home Ownership**, Emergency Home Repair Program, and **Residential Rehabilitation Assistance Program.** The branch also provides inspection services: staff inspect homes for eligibility, work required and/or completed under the various home repair programs, and assists the Consumer's Bureau in home repair disputes.

Records

4405 Client Services Manager - Office Files
Destroyed after 4 years under HO 0120.

4406 Inspection Services Manager - Office Files
Destroyed after 4 years under HO 0084.

4407 Inspectors' Daily Reports
Names of persons visited, departmental programs, and travel times.
Destroyed after 1 year under HO 0079.

4408 Consumer's Bureau Inspection Request Files
Inspections undertaken at the request of Manitoba Consumer and Corporate Affairs including requests and inspection reports.
Destroyed after 3 years under HO 0080.

4409 **Cut Home Energy Costs** Inspection Files
**Cut Home Energy Costs** agreements, completion certificates, contractors' proposals and invoices, reports of randomly conducted inspections, refund calculations and correspondence.
Destroyed after 6 years under HO 0081.

4410 Inspection Services - Employee Files
Transferred to Personnel after closure and unnecessary records destroyed under HO 0082.

4411 Inspection Services - Expense Claims and Mileage Reports
Destroyed after 4 years under HO 0083.

4412 **Shelter Allowance for Elderly Renters** Program and **Pensioner Tenants School Tax** Program - Client Files
Application forms, personal documents such as tax returns and rent receipts, cheque requisitions, stop payments.
Destroyed after 7 years under HO 0030.

4413 **Shelter Allowances for Elderly Renters** - Computer System
Information concerning applicants (birth dates, social insurance numbers), payment details, and program statistics.
Destroyed from a minimum of 1 year to a maximum of 9 years with the exception of the statistical reports which are transferred to Archives after 5 years under HO 0026.

4414 **Shelter Allowances for Elderly Renters** - Overpayment Logs
Fully recovered overpayments.
Destroyed after 4 years under HO 0028.

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4415 **Shelter Allowances for Elderly Renters** - Logs
Listing of documents batched and processed for computer system, and of files requiring retroactive adjustment.
Destroyed after 3 years under HO 0029.

4416 **Shelter Allowances for Elderly Renters** - Financial Logs
Financial administration procedures which are initiated and recorded manually.
Destroyed after 3 years under HO 0031.

4417 **Pensioner Tenants School Tax Assistance** Program - **Computer System**
Information concerning applicants (birth dates, payment details, social insurance numbers), and program statistics.
Destroyed from a minimum of 2 years to a maximum of 3 years with the exception of the statistical reports which are transferred to Archives after 9 years under HO 0036.

4418 **Pensioner Tenants School Tax Assistance** Program - Overpayment Logs
Fully recovered overpayments.
Destroyed after 4 years under HO 0033.

4419 **Pensioner Tenants School Tax Assistance** Program - Financial Logs
Financial administration procedures which are recorded manually.
Destroyed after 3 years under HO 0035.

4420 **Pensioner Tenants School Tax Assistance** Program - Miscellaneous Logs
Listing of documents batched and processed for computer system.
Destroyed after 3 years under HO 0032.

4421 **Shelter Allowances for Family Renters** - Client Files
Evidence of client eligibility, such as tax returns and rent receipts, applications, cheque requisitions, and stop payments.
Destroyed after 7 years under HO 0049.

4422 **Shelter Allowances for Family Renters - Computer System**
Information concerning applicants (birth dates, social insurance numbers) payment details, and program statistics.
Destroyed from a minimum of 2 years to a maximum of 9 years with the exception of statistical reports which are transferred to Archives after 5 years under HO 0045.

4423 **Shelter Allowances for Family Renters** - Registration Cards
Client Index.
Destroyed after 4 years under HO 0046.

4424 **Shelter Allowances for Family Renters** - Overpayment Logs
Fully recovered overpayments.
Destroyed after 4 years under HO 0047.

4425 **Shelter Allowances for Family Renters** - Logs
Listing of documents batched and processed for computer system, and of files requiring retroactive adjustment.
Destroyed after 3 years under HO 0048.

MANITOBA HOUSING

4426 **Shelter Allowances for Family Renters** - Financial Logs
Financial administration procedures which are recorded manually.
Destroyed after 3 years under HO 0050.

4427 **Core Area Initiative Home Repair** Program - Client Files
Evidence of eligibility including verifications of income and property taxes, promissory notes/mortgages, certificates of title, specification reports, cheque requisitions and stop payments.
Destroyed after 7 years under HO 0055.

4428 **Core Area Initiative Home Repair** Program - **Computer System**
Information concerning applicants, payment details, and program statistics.
Destroyed after a minimum of 1 month to a maximum of 2 years under HO 0054.

4429 **Core Area Initiative Home Repair** Program - Financial Log
Financial administration procedures which are recorded manually.
Destroyed after 3 years under HO 0056.

4430 **Critical Home Repair** Program (Pensioners) Client Files
Evidence of eligibility, applications, inspection reports, estimates, notices of approval, cheque requisitions and invoices.
Destroyed after 7 years under HO 0039.

4431 **Critical Home Repair** Program (Low Income) Client Files
Evidence of eligibility (income, ownership of property), applications, inspection reports, estimates, cheque requisitions and invoices.
Destroyed after 7 years under HO 0038.

4432 **Critical Home Repair** Program - Miscellaneous Logs
Flow of documents issued/received in the administration of the program.
Destroyed after 3 years under HO 0044.

4433 **Critical Home Repair** Program - Cheque Vouchers
Authorities to issue cheques.
Destroyed after 1 year under HO 0043.

4434 **Critical Home Repair** Program - Client Arrears
Copies of payment cheques, notifications placed with collection agencies, monthly updates, and letters of warning.
Destroyed 6 years after closure under HO 0042.

4435 **Residential Rehabilitation Assistance** Program - Client Files
Evidence of eligibility, application forms, specifications, estimates, inspections, and credit details.
Destroyed 7 years after under HO 0040.

4436 **Core Area Initiative Grant for Home Ownership** - Client Files, 1983-1986
Applications, offers to purchase, inspection notices, caveat registrations, cheque requisitions, trust letters, copies of agreements, and appraisal reports.
Destroy 7 years after closure under HO 0052.

MANITOBA HOUSING

4437 **Core Area Initiatives Grant for Home Ownership - Computer System,** 1983-1986
Applicant data, payment details, and program statistics.
Destroy after 2 years under HO 0051.

4438 **Core Area Initiative Grant for Home Ownership - Financial Logs,** 1983-1986
Financial administration procedures which are recorded manually.
Destroy after 3 years under HO 0053.

4439 **Manitoba Interest Rate Relief Program for Homeowners - Client Files,** 1982-1986
Evidence of eligibility, application forms, certificates of title, cheque requisitions, and stop payments.
Destroy 7 years after expiry date under HO 0061.

4440 **Manitoba Interest Rate Relief Program for Homeowners - Computer System,** 1982-1986
Information concerning applicants, payment details, and program statistics.
Destroy from a minimum of 1 year to a maximum of 2 years with the exception of the statistical reports which are transferred to Archives after 5 years under HO 0057.

4441 **Manitoba Interest Rate Relief Program for Homeowners - Miscellaneous Logs,** 1982-1986
Listing of documents batched and processed for computer system, and of files requiring retroactive adjustment/processing.
Destroy after 3 years under HO 0058.

4442 **Manitoba Interest Rate Relief Program for Homeowners - Overpayment Logs,** 1982-1986
Fully recovered overpayments.
Destroy after 4 years under HO 0059.

4443 **Manitoba Interest Rate Relief for Homeowners - Financial Logs**
Financial administration procedures which are recorded manually.
Destroyed after 3 years under HO 0060.

4444 **Employee Files**
Transferred to Personnel after closure and unnecessary documents destroyed under HO 0119.

4445 **OPERATIONS**
**Information Systems**

Information Systems provides data processing, systems and computer services to the Department.

Records

4446 **Information Systems - Office Files**
Destroyed after 2 years under HO 0140.

MANITOBA HOUSING

4447 Financial Administration Records
Budgets, estimates, Voucher Accounting System reports, requisitions, invoices and vouchers.
Destroyed after 4 years with the exception of year-end Voucher Accounting System reports which are destroyed after 6 years under HO 0141.

4448 Employee Files
Transferred to Personnel after closure and unnecessary records destroyed under HO 0142.

4449 Manitoba Data Services Billings
Computer time used by Manitoba Housing, charges and account numbers.
Destroyed after 10 years under HO 0144.

4450 OPERATIONS
Planning

Planning forecasts future trends in the housing market and defines program requirements, needs, opportunities and problems. It develops three to five year program plans.

It includes Strategic Planning, Community and Market Planning and Evaluation and Development.

Records

4451 Planning - Office Files
Destroyed after 6 years with the exception of affirmative action files which are destroyed after 20 years under HO 0161.

4452 Employee Files
Transferred to Personnel after closure and unnecessary records destroyed under HO 0162.

4453 Mail Register
Destroyed after 3 years under HO 0163.

4454 OPERATIONS
Planning
Strategic Planning

Strategic Planning provides the Department with planning services relating to new initiatives, and special programs and federal-provincial relations.

Records

4455 Surveys
Surveys conducted as background for program evaluation and implementation.
Destroyed after 10 years under HO 0165.

4456 Maps
Maps, plans, drawings, schematics relating to departmental projects.
Destroyed after 6 years under HO 0166.

4457 Community Files
Need and demand surveys conducted to assess need for government, sponsored housing in certain communities. Includes survey forms, applications for government-sponsored housing, correspondence with communities, and survey summaries.
Transferred to Archives after 10 years with the exception of the survey forms and housing applications which are destroyed after 6 years under HO 0167.

4458 OPERATIONS
Planning
Community and Market Planning

Community and Market Planning provides the Department with community planning and market analysis services in support of programming requirements.

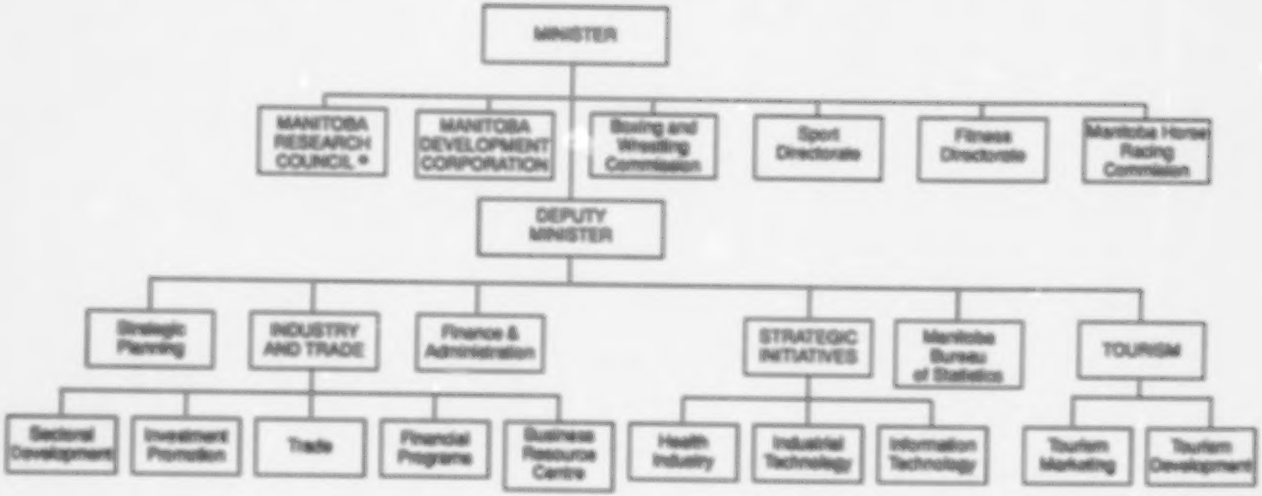
4459 OPERATIONS
Planning
Evaluation and Development

Evaluation and Development provides the Department with planning services relating to program changes, development, and need and demand surveys for housing programs.

Records

4460 Program Files
Development and evaluation of departmental programs including issues such as social housing, rehabilitation programs, public and private non-profit housing, market support, rural and northern housing, and special needs housing.
Transferred to Archives after 10 years under HO 0164.

## INDUSTRY, TRADE AND TOURISM


MINISTER
MANITOBA RESEARCH COUNCIL *
MANITOBA DEVELOPMENT CORPORATION
Boxing and Wrestling Commission
Sport Directorate
Fitness Directorate
Manitoba Horse Racing Commission
DEPUTY MINISTER
Strategic Planning
INDUSTRY AND TRADE
Finance & Administration
STRATEGIC INITIATIVES
Manitoba Bureau of Statistics
TOURISM
Sectoral Development
Investment Promotion
Trade
Financial Programs
Business Resource Centre
Health Industry
Industrial Technology
Information Technology
Tourism Marketing
Tourism Development

* see Crown Agencies and Corporations

## MANITOBA INDUSTRY, TRADE AND TOURISM

4500 Manitoba Industry, Trade and Tourism has its origins in the Bureau of Industrial Development which was established under The Industry and Commerce Act in 1949, although it had existed informally under the jurisdiction of the Department of Mines and Natural Resources since 1940.

In 1953 the Department of Industry and Commerce was established and in 1979 it was reorganized as Economic Development and Tourism. In 1983 it was divided into two separate departments (Business Development and Tourism; and Industry, Trade and Technology) and in July 1988 it was once again reorganized as a separate department with the current title.

Manitoba Industry, Trade and Tourism is the province's lead economic development agency with the mandate to bring about balanced economic growth in the industrial and tourism sectors.

4501 Applications for access to the records of Manitoba Industry, Trade and Tourism may be sent to the Access Coordinator:

Freedom of Information
Access Coordinator
Manitoba Industry, Trade and Tourism
6th floor - 155 Carlton Street
Winnipeg
R3C 3H8
Ph: 945-2036

Arrangements for examining records and for obtaining photocopies may be made through the Access Coordinator.

All government offices are listed by community at the end of the Access Guide green pages.

4502 The Access Officers for Manitoba Industry, Trade and Tourism are:

Director, Finance and Administration
Industry, Trade and Tourism
6th Floor - 155 Carlton Street
Winnipeg
R3C 3H8

Industry, Trade and Tourism
Manager, Policy Analysis
6th Floor - 155 Carlton Street
Winnipeg
R3C 3H8

Manager, Trade Branch
Industry, Trade and Tourism
6th Floor - 155 Carlton Street
Winnipeg

MANITOBA INDUSTRY, TRADE AND TOURISM

4502 Manager, Project Management
contd Industry and Trade
6th Floor - 155 Carlton Street
Winnipeg
R3C 3H8

Senior Development Officer
Sectoral Development
6th Floor - 155 Carlton Street
Winnipeg
R3C 3H8

Director, Health Industry
Development Initiative
6th Floor - 155 Carlton Street
Winnipeg
R3C 3H8

Executive Director, Technology Division
6th Floor - 155 Carlton Street
Winnipeg
R3C 3H8

Managing Director, INFOTECH
6th Floor - 155 Carlton Street
Winnipeg
R3C 3H8

Director, Tourism Marketing
6th Floor - 155 Carlton Street
Winnipeg
R3C 3H8

Director, Tourism Development
6th Floor - 155 Carlton Street
Winnipeg
R3C 3H8

Director, Travel Information Services
6th Floor - 155 Carlton Street
Winnipeg
R3c 3H8

Program Consultant, Financial Programs (MAP; MIRRP)
6th Floor - 155 Carlton Street
Winnipeg
R3C 3H8

Program Consultant, Financial Program (VCP; RESI)
6th Floor - 155 Carlton Street
Winnipeg
R3C 3H8

MANITOBA INDUSTRY, TRADE AND TOURISM

4502 Manager, Western Regional Office
contd 6th Floor - 155 Carlton Street
Winnipeg
R3C 3H8

Chairman
Manitoba Horse Racing Commission
6th Floor - 155 Carlton Street
Winnipeg
R3C 3H8

Chairman, Manitoba Boxing and Wrestling Commission
6th Floor - 155 Carlton Street
Winnipeg
R3C 3H8

Internal Auditor
6th Floor - 155 Carlton Street
Winnipeg

MINISTER'S OFFICE

Records

4503 Minister - Office Files
Transferred to Archives after 4 years under ITT 0001.

MINISTERIAL RESPONSIBILIITIES

4504 MANITOBA SPORT DIRECTORATE

The Sport Directorate assists provincial and regional sport associations, through consultative services and grants, to develop activities.

Records

4505 Sport - Office Files
Destroyed after 3 years under ITT/H 0130.

4506 Grant Application Packages
Applications from sports associations for grants, branch evaluations of grants, including approvals or rejections, sports-event reports, and annual reports of associations.
Destroyed after 5 years under ITT/H 0127.

4507 Canada Games Files
Media guides, photographs, reports, and general informations regarding grants.
Destroyed after 8 years, subject to archival selection, under ITT/H 0126.

## MANITOBA INDUSTRY, TRADE AND TOURISM

4508 **Requisitions**
Destroyed after 4 years under ITT/H 0128.

4509 **Invoices - Accounts Payable**
Destroyed after 4 years under ITT/H 0129.

## 4510 MANITOBA FITNESS DIRECTORATE

The Manitoba Fitness Directorate encourages and promotes increased participation in physical activity leading to fitness and healthy lifestyles.

## 4511 MANITOBA HORSE RACING COMMISSION

Manitoba Horse Racing Commission governs, directs, controls and regulates horse racing and the operations of horse race tracks in Manitoba. The Commission also acts as a conduit for support grants from provincial government and the horse racing industry.

Records

4512 Horse Racing Commission - **Office Files**
Destroyed after 7 years under HRC 0005.

4513 Horse Racing Commission - **Minutes**
Transferred to Archives after 5 years under HRC 0001.

4514 Registration Files
Applications for registrations of partnerships, stable names, colours, leases and authorized agents under The Horse Racing Commission Act.
Destroyed after 3 years under HRC 0004.

4515 Licensing Files
Applications for racing occupational licences and registrations as prescribed by The Horse Racing Commission Act. Registrations are issued for partnerships, stable names, and colours. Licences may be issued to owners, drivers, trainers, jockeys, jockey agents, veterinarian's assistant, officials, tradesmen, and backstretch employees.
Destroyed after 7 years with the exception of the identification cards which are destroyed after audit under HRC 0002A.

4516 Licensing Photographs
Photographs of all licensees under The Horse Racing Commission Act.
Destroyed after 7 years under HRC 0003.

4517 Hearing Records
Hearings before stewards or judges regarding regulatory violations. Includes notices of intent to appeal, statements of appeal, transcripts, evidence submitted, security reports, stewards' and judges' rulings, in some cases audio tapes of proceedings.
Destroyed after 7 years under HRC 0007A.

MANITOBA INDUSTRY, TRADE AND TOURISM

4518 Hearing Records - Thoroughbred
Hearings regarding suspected violations of thoroughbred racing regulations under The Horse Racing Commission Act brought before the Board of Stewards. Includes transcripts, if taken, rulings, and exhibits where applicable.
Transferred to Archives after 3 years under HRC 0008.

4519 Appeal Records
Appeals of the rulings of the Board of Judges and Board of Stewards brought before the Commission including notice of intent of appeal, statement of appeal and transcripts if requested. May also include exhibits.
Transferred to Archives after 3 years under HRC 0009.

4520 Security Records
Security checks of personnel and licence applicants including correspondence, applications, criminal records, and reports concerning infractions and pending criminal charges.
Destroyed after 1 year under HRC 0019.

4521 Stewards and Judges Reports and Rulings
Thoroughbred and standardbred race results, and rulings regarding infractions. Includes daily race reports, program changes, infractions, rulings, and penalties paid.
Destroyed after 1 year (reports) and after 3 years (rulings) under HRC 0006A.

4522 Synoptic Ledger
Transferred to Archives after 7 years under HRC 0015.

4523 Cancelled Cheques
Destroyed after 7 years under HRC 0011.

4524 Cheque Stubs
Destroyed after 7 years under HRC 0012.

4525 Bank Deposit Books
Destroyed 7 years after closure under HRC 0013.

4526 Cash Journal
Transferred to Archives after 7 years under HRC 0014.

4527 Receipts -- Licensing and Fines
Destroyed after 7 years under HRC 0010.

4528 General Ledger
Transferred to Archives after 3 years under HRC 0016.

MANITOBA INDUSTRY, TRADE AND TOURISM

4529 Financial Records
Monies received and disbursed by the Commission including daily reconciliation sheets, cash journal for licences and fines, grant records, deposit book, general ledger, synoptic ledger, and year-end statement.
Destroyed after 7 years with the exception of monthly financial statements and working papers which are destroyed after 2 years, and the general and synoptic ledgers which are transferred to the Archives after 7 years under HRC 0017.

4530 Payroll System Reports
Payroll and benefits for Commission employees.
Destroyed after 7 years under HRC 0018.

4531 MANITOBA BOXING AND WRESTLING COMMISSION

Manitoba Boxing and Wrestling Commission is responsible for the regulation of The Boxing and Wrestling Act which establishes rules and regulations for all professional boxing and wrestling contests. The Commission is a member of the Canadian Boxing Federation and is responsible for posting of bonds, security, sanctioning events, medicals, permits, and licensing of professional boxers and wrestlers.

DEPUTY MINISTER

Records

4532 Deputy Minister - Office Files
Transferred to Archives after 4 years under ITT 0011.

4533 MANITOBA BUREAU OF STATISTICS

The Manitoba Bureau of Statistics operates under the terms of The Manitoba Statistics Act as the central statistical agency for the province. This legislation empowers the Bureau to plan, promote, develop and distribute integrated social and economic statistics. The Bureau also actively participates in the development of both the provincial and national statistical systems.

Records

4534 Northern Affairs Census
Northern Affairs Census and demographic characteristics of the residents under The Northern Affairs Act. The census is conducted every 3 years or as deemed necessary by the Minister.
Destroyed 1 year after report is published under ITT/ED 0003.

4535 Tourist Accomodation Occupancy Survey - Computer Survey
Tourist accomodation occupancy rates from the hotels, motels, and cabins in Manitoba including type and size of facility.
Maintained by Bureau (master electronic file); distributed as publications (output) under ITT/ES 0047.

MANITOBA INDUSTRY, TRADE AND TOURISM

4536 Food Prices Survey - Computer System
Prices of selected food items in up to 18 different locations in Manitoba including analysis, average food prices, and some historical comparisons.
Maintained by Bureau (master electronic file); distributed as publications (output) under ITT/ES 0048.

4537 STRATEGIC PLANNING

Strategic Planning provides general economic information; coordinates production of briefing materials including the Minister's Housebook and publication of the annual estimates; assesses federal and other economic policies such as tax reform and inter-provincial trade barriers; coordinates and prepares a background economic assessment for the Department's annual strategic planning process.

Strategic Planning also maintains communications with agencies such as Investment Canada, and other government departments. Its Strategic Studies Program allows the government to enter into contracts with private sector consultants to undertake research projects related to economic development planning and policy development.

4538 INDUSTRY AND TRADE

Industry and Trade includes: Sectoral Development, Investment Promotion, Trade, Financial Program, and the Business Resource Centre and Library,

The Assistant Deputy Minister coordinates and manages trade policy activities related to the Canada/U.S. Trade Agreement and the Multilateral Trade Negotiations.

Records

4539 Assistant Deputy Minister - Office Files
Destroyed after 4 years subject to archival selection, under ITT 0012.

4540 Central Registry - Company Files
Assistance offered to companies in Manitoba including arrangements to fund feasibility studies for potential endeavours such as expansion, accounting systems, promotional design, research and development of products, trade show participation.
Destroyed after 8 years under ITT 0002.

4541 Central Registry - Prospect Files
Efforts of the Department to encourage companies outside Manitoba to set up operations or outlets in Manitoba through incentives. Includes meeting records and, where applicable, funding agreements.
Destroyed after 8 years, subject to archival selection, under ITT 0003.

## MANITOBA INDUSTRY, TRADE AND TOURISM

4542 Central Registry - Industry Files
Industrial development research in Manitoba including reports and feasibility studies.
Destroyed after 8 years, subject to archival selection, under ITT 0004.

4543 Central Registry - Trade Development Files
Promotion of export sales of Manitoba goods and services including correspondence with trade councils/
missions regarding export and import regulations and statutes, trade shows, conferences, and promotion.
Destroyed after 8 years, subject to archival selection, under ITT 0005.

4544 Central Registry - Day Copies
Destroyed after current year under ITT 0006.

### 4545 INDUSTRY AND TRADE
Sectoral Development

Sectoral Development provides consulting assistance regarding investment opportunities, financial problems, and liaison with other departments and the federal government. It is also the prime source of government information concerning sectoral and corporate developments.

Branch officers identify and promote investment opportunities in Manitoba, and market industrial development prospects.

### 4546 INDUSTRY AND TRADE
Investment Promotion

Investment Promotion is responsible for: promotional initiatives (incoming and outgoing investment missions, seminars, trade show visits, representations to prospective investors) in Canada, the United States and other markets; liaison with, and administration of, agent offices in Hong Kong and Rotterdam; and the administration of the entrepreneurial immigration program, which provides landed immigrant status to entrepreneurs establishing a business in Manitoba or to investors contributing a minimum of $150,000 to a fund investing in Manitoba projects.

### 4547 INDUSTRY AND TRADE
Trade

Trade is responsible for export promotion, major project benefits and trade policy for both small and large Manitoba companies.

The branch delivers a Trade Assistance Program to individual companies, organizes group trade show exhibits and missions, promotes export awareness and provides export related consulting assistance.

MANITOBA INDUSTRY, TRADE AND TOURISM

4548 Trade Policy Files
Formulation and implementation of policy relating to the Canada - U.S. Trade Agreement and the Multilateral Trade Negotiations. Includes correspondence with the federal government, private sector, use analyses and reports on the Canada - U.S. Trade Agreement and the Multilateral Trade Negotiations.
Transferred to Archives after 4 years under ITT 0015.

4549 INDUSTRY AND TRADE
Financial Programs

Financial Programs conducts all the financial analysis and administrative functions essential to the departmental financial programs. Programs include the Development Agreement Program, the **Technology Commercialization Program**, the **Manufacturing Adaptation Program**, the **Small Business Growth Fund**.

The branch also provides financial consulting and/or crisis support assistance to Manitoba companies.

Records

4550 Technology Commercialization Program Administration Files, to 1988
Activities of the **Technology Commercialization Program** including ministerial requests, Treasury Board approvals, purchasing files, rent and utility records, **estimates** and budgets. The program sought to commercialize technology in Manitoba through new business assistance and technology transfers.
Destroyed after 4 years under ITT 0013.

4551 **Manufacturing Adaptation Program** - Equipment Loan Files
Technological equipment loans transactions including applications, financial statements, project analyses, recommendations, press releases, purchase invoices, and loan repayments to the Manitoba Development Corporation. The Manufacturing Adaptation Program provides assistance to small manufacturing and processing firms to adapt high technology to their operations.
Destroyed after 7 years under ITT 0049.

4552 **Manufacturing Adaptation Program** - Administration Files
Program administration including procedures, regulations, **estimates**, **budgets**, **Orders-in-Council**, **Treasury Board** submissions, and seminar literature.
Destroyed after 5 years under ITT 0050.

4553 **Manufacturing Adaptation Program** - Study Files
Assistance to firms for technology adaptation studies. Includes adaptation study, consultant proposals, evaluation reports, project analyses, and payment records. Eligible firms may receive financial assistance to determine the feasibility of introducing high technology equipment to their operations.
Destroyed after 7 years under ITT 0051.

MANITOBA INDUSTRY, TRADE AND TOURISM

4554 **Manufacturing Adaptation Program** Advisory Board Minutes
Deliberations and decisions of the Board in its consideration of applications for assistance.
Transferred to Archives after 8 years under ITT 0052.

4555 Venture Capital Program - Client Files
Application processing and the flow of investment funds to companies under the Venture Capital Program whereby private investors and the province purchase shares in a venture capital company on a 65-35 percent basis. The company in turn invests these funds in the equity of eligible small Manitoba companies. Includes applications, documentation on investors, proposal reports, financial statements, record of dividends and final pay out to the province.
Transferred to Archives 6 years after closure under ITT 0053.

4556 Venture Capital Program - Administration Files
Program administration including correspondence with legal counsel and other venture capital programs, **Orders-in-Council, Treasury Board** submissions, and seminar literature.
Destroyed after 5 years under ITT 0054.

4557 Venture Capital Program Advisory Board Minutes
Deliberations and decisions of the Board in its consideration of applications.
Transferred to Archives after 5 years under ITT 0055.

4558 Rural Small Enterprise Incentives Files, 1978-1985
Applications for interest-free forgivable loans, including evaluation, approval, promissory note, and financial statements. The program offered the loans as financial incentives to small manufacturing and processing firms in rural Manitoba.
Destroy after 7 years under ITT 0056.

4559 Rural Small Enterprise Incentives Advisory Board Minutes, 1978-1985
Proceedings of the Board in its consideration of applications.
Transfer to Archives after 7 years under ITT 0057.

4560 INDUSTRY AND TRADE
Business Resource Centre

The Business Resource Centre provides library and consulting services, training seminars and programs, entrepreneurship development and special projects administration to Manitoba's business community. It is responsible for **records management** and for processing applications under The Freedom of Information Act for the Department.

Records

4561 Business Resource Centre - Office Files
Destroyed after 5 years under ITT 0069.

## MANITOBA INDUSTRY, TRADE AND TOURISM

4562 Business Resource Centre - **Budget**
Financial information used for budgeting and estimates within the business Resource Centre.
Destroyed after 6 years under ITT 0072.

4563 Manager - **Office Files**
Destroyed after 6 years or when legal process has been terminated under ITT 0065.

4564 **Records Management** Program Files
Administrative files including copies of approved **records authority schedules** and transfer lists.
Destroyed after 5 years, except **records authority schedules** which are retained until schedule is closed under ITT 0066.

4565 Freedom of Information Files
Records of applications for information under The Freedom of Information Act, including responses and background documentation.
Destroyed 2 years after closure of case under ITT 0067.

4566 Consultation/Client Files
Business development correspondence sent from development officers to entrepreneurs/companies in response to inquiries. May include financial projections and business plans for specific companies.
destroyed after 8 years under ITT 0068.

4567 Business Start Program Files
Client applications for loan assistance, promisary notes to clients, **budget** and administration files including financial institution loan authorizations and business review forms.
Destroyed 7 years after closure under ITT 0070.

4568 Master of Business Administration Student Consulting Program Files
Log book of yearly assigned reports, administrative files, yearly reports and MBA student consulting files.
destroyed after 10 years under ITT 0071.

4569 Women's Entrepreneurial Initiatives Program Files
Records of women's initiatives within the Manitoba government and documentation of the involvement of the Business Resource Centre. Includes program, conference, client and special project files.
Destroyed after 5 years under ITT 0074.

4570 Rural Counselling Program Files
Program information and administration provided by Business Resource Centre consultants.
Destroyed after 7 years under ITT 0075.

4571 Manitoba Marketing Network Program Files
Seminar notes, minutes, treasury submissions regarding grant applications and consultation correspondence.
Destroyed after 10 years under ITT 0076.

## MANITOBA INDUSTRY, TRADE AND TOURISM

4572 Management Development and Training Program Files
Records of training events, seminars and administration of the program.
Destroyed after 7 years under ITT 0077.

4573 Business Information Program Files
Telephone inquiry records and printed hand-outs.
Destroyed after 1 year under ITT 0078.

4574 Library - **Office Files**
Destroyed after 4 years under ITT 0079.

4575 Library - **Purchase Orders**
Destroyed after 2 years under ITT 0080.

4576 Library - Daily Correspondence
Business reference requests and responses.
Destroyed after 1 year under ITT 0081.

### 4577 FINANCIAL AND ADMINISTRATION SERVICES

Financial and Administrative Services provides centralized financial management and administrative support services. Services include: centralized coordination of the annual **estimates** process; development and implementation of internal policies and procedures; centralized administrative services related to the **General Manual of Administration** as well as purchasing, legal interpretations, space utilization and clerical support; financial management and control mechanisms; and personnel services and payroll.

Records

4578 Administration Files
Destroyed after 3 years under ITT 0008.

4579 **Voucher Accounting System** Reports
Destroyed after 2 years under ITT 0009.

4580 Receipts
Destroyed after 7 years under ITT 0010.

4581 **Voucher Accounting System** - A, B, F
Destroyed after 2 years under ITT 0059.

4582 **Voucher Accounting System** - E, T-1
Destroyed after 6 years under ITT 0060.

4583 **Payroll System** Reports
Destroyed after 7 years under ITT 0061.

4584 **Payroll System** - J
Destroyed after 3 years under ITT 0062.

MANITOBA INDUSTRY, TRADE AND TOURISM

4585 **Employee Files**
Destroyed 60 years after closure under ITT 0063.

4586 Position Description Files
Job description records.
Destroyed after 2 years under ITT 0082.

4587 Bank Reconciliations
Destroyed after 2 years under ITT 0064.

4588 STRATEGIC DEVELOPMENT INITIATIVES

Strategic Development Initiatives is responsible for Industrial Technology, Health Industry Development Initiatives, and Information Technology.

4589 STRATEGIC DEVELOPMENT INITIATIVES
Industrial Technology

Industrial Technology provides analytical research and support services on matters related to science, research and development, engineering and technology. It also plans, develops and delivers a range of technology initiatives. Activities include the Manitoba Aerospace Technology Program, aimed at increasing Manitoba participation in the Canadian Space Program which supports technology-based economic development.

4590 STRATEGIC DEVELOPMENT INITIATIVES
Health Industry Development Initiative

Health Industry Development Initiative is responsible for the development of the health industry sector in Manitoba, and for industrial development (import substitution), export development and expansion of the health care infrastructure.

4591 STRATEGIC DEVELOPMENT INITIATIVES
Information Technology

Information Technology formulates strategies and delivers programs to promote the informatic industry in Manitoba. It coordinates technology applications of **ERDA**, promotes increased sales of Manitoba products and services, promotes the development of the provincial software industry, assists companies in securing federal and provincial funds, provides business and market development advice to small business including market research information, and identifies advanced technology and by-products suitable for development by small informatics companies.

The branch administers the INFOTECH Centre, a fully equipped industry resource centre, which provides state of the art technology in a professional business environment to the private and public sectors.

## MANITOBA INDUSTRY, TRADE AND TOURISM

4592 TOURISM

Tourism Division includes Tourism Marketing and Tourism Development.

Records

4593 Assistant Deputy Minister - Office Files
Destroyed after 4 years under ITT 0010.

4594 TOURISM
Tourism Marketing

Tourism Marketing is reponsible for tourism marketing and promotions such as convention marketing, direct sales, and tourist counselling. It assists in the development of private sector tourism marketing proposals for funding under the Canada-Manitoba Tourism Agreement. The branch replies to tourism enquiries, and stores and distributes promotional materials.

Records

4595 Tourism Files
Promotion of Manitoba as a tourism destination including correspondence with associations, travel agents, conventions, sport and travel trade shows, and other governments.
Destroyed after 8 years under ITT 0007.

4596 Photo Library
Photographs and transparencies of Manitoba tourist attractions.
Transferred to Archives after 5 years under ITT/CH 0206.

4597 TOURISM
Tourism Development

Tourism Development is responsible for the development of competitive tourism products and attractions including the expansion of existing facilities, identification of new opportunities and the development of new facilities. The branch units include Winnipeg Attractions, Rural Resorts, Rural Attractions, Festivals and Events, and Tourism Development.

Records

4598 **Destination Manitoba** - Project Files, 1979-1987
Applications from, and assistance to, tourist operators under Destination Manitoba including staff analyses and recommendations, site inspections, project financial information, disbursement records, conditions of loan, repayment schedules, and applicant's financial situation. Destination Manitoba was a federal-provincial development agreement which provided financial assistance to the tourist industry in specific program areas.
Destroy after 6 years under ITT 0039.

MANITOBA INDUSTRY, TRADE AND TOURISM

4599 Destination Manitoba - Administration Files, 1979-1987
Administration of Destination Manitoba including estimates, cash flows, Cabinet and Treasury Board decisions, guidelines, eligibility, directives, and policies.
Destroyed after 6 years under ITT 0040.

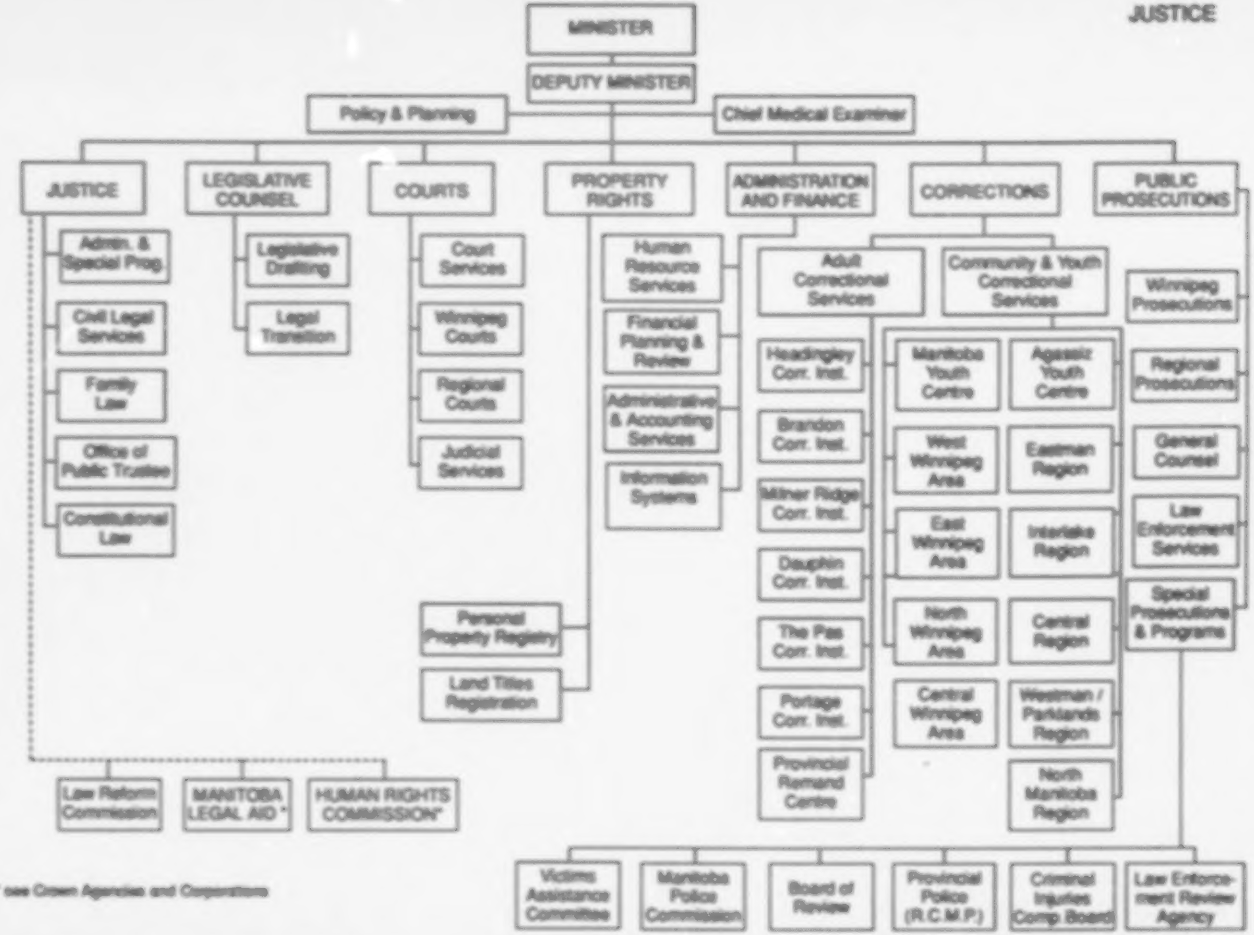
4600 Destination Manitoba - Meeting Files, 1979-1987
Deliberations and decisions of the Destination Manitoba Program Review Committee and the Tourism Agreement Advisory Board.
Transfer to Archives after 6 years under ITT 0041.

4601 Canada-Manitoba Tourism Agreement - Meeting Files, 1985-1990
Deliberations and decisions of the Program Review Committee, Tourism Agreement Advisory Board and the Agreement Management Committee.
Transfer to Archives after 10 years under ITT 0042.

4602 Canada-Manitoba Tourism Agreement - Project Files, 1985-1990
Applications for, and monitoring of, funding under the Agreement. Includes analyses, staff funding recommendation, approval/rejection, site inspections, project financial information, disbursement records, condition of loan offers, repayment schedules, and applicant's financial situation.
Destroy 6 years after closure under ITT 0043.

4603 Canada-Manitoba Tourism Agreement - Administration Files, 1985-1990
Administration of the Agreement including estimates, cash flows, Cabinet and Treasury Board decisions, guidelines, eligibility, directives, and policies.
Destroy after 10 years under ITT 0044.

# JUSTICE


MINISTER
DEPUTY MINISTER
Policy & Planning
Chief Medical Examiner
JUSTICE
Admin. & Special Prog.
Civil Legal Services
Family Law
Office of Public Trustee
Constitutional Law
LEGISLATIVE COUNSEL
Legislative Drafting
Legal Transition
COURTS
Court Services
Winnipeg Courts
Regional Courts
Judicial Services
PROPERTY RIGHTS
Personal Property Registry
Land Titles Registration
ADMINISTRATION AND FINANCE
Human Resource Services
Financial Planning & Review
Administrative & Accounting Services
Information Systems
CORRECTIONS
Adult Correctional Services
Headingley Corr. Inst.
Brandon Corr. Inst.
Milner Ridge Corr. Inst.
Dauphin Corr. Inst.
The Pas Corr. Inst.
Portage Corr. Inst.
Provincial Remand Centre
Community & Youth Correctional Services
Manitoba Youth Centre
Agassiz Youth Centre
West Winnipeg Area
Eastman Region
East Winnipeg Area
Interlake Region
North Winnipeg Area
Central Region
Central Winnipeg Area
Westman / Parklands Region
North Manitoba Region
PUBLIC PROSECUTIONS
Winnipeg Prosecutions
Regional Prosecutions
General Counsel
Law Enforcement Services
Special Prosecutions & Programs
Victims Assistance Committee
Manitoba Police Commission
Board of Review
Provincial Police (R.C.M.P.)
Criminal Injuries Comp Board
Law Enforcement Review Agency
Law Reform Commission
MANITOBA LEGAL AID *
HUMAN RIGHTS COMMISSION*

* see Crown Agencies and Corporations

MANITOBA JUSTICE

4650 Manitoba Justice is charged with providing policing, law enforcement, criminal prosecutions, court services, civil legal services to the government, and legislation drafting and legal translation services to the Legislature and to the government, and with overseeing the administration of justice in Manitoba. The Department is also responsible for the protection of individual and property rights, and for the development of policy related to the constitution, human rights, and law reform. Manitoba Justice is also responsible for providing services to the Courts and administrative direction for adult and juvenile correctional programs, both community and institutional.

4651 Applications for access to the records of Manitoba Justice may be sent to the Access Coordinators:

Freedom of Information
Access Coordinator - Justice
Manitoba Justice
9th floor, 405 Broadway
Winnipeg
R3C 3L6
Ph: 945-2892

Freedom of Information
Access Coordinator - Corrections
Manitoba Justice
Bldg. 21, 139 Tuxedo Avenue
Winnipeg
R3N 0H6
Ph: 945-7298

Arrangements for examining records and for obtaining photocopies may be made through the Access Coordinator.

All government offices are listed by community at the end of the Access Guide green pages.

4652 The Access Officers for Manitoba Justice are:

Manager, Central Administrative Services
Administration and Finance
Manitoba Justice
9th floor, 405 Broadway
Winnipeg
R3C 3L6

Assistant Deputy Minister
Corrections
Manitoba Justice
Bldg. 21, 139 Tuxedo Avenue
Winnipeg, Manitoba
R3N 0H6

MANITOBA JUSTICE

## MINISTER'S OFFICE

Records

4653 Minister - Office Files
Transferred to Archives after 5 years under J/ATG 0149.

4654 Cabinet Records - Other Departments
Submissions from departments other than Justice to Cabinet and Treasury Board minutes.
Destroyed after 6 months or at change of government under J/ATG 0199.

4655 Minister - Legislative Policy Development Files
Correspondence, research, policy option papers, draft bills regarding development of proposed legislation.
Transferred to Archives after 5 years under J/ATG 0180.

4656 Minister - Cabinet Records
Transferred to Archives after 5 years under J/ATG 0150.

4657 Minister - Appointment Books
Transferred to Archives after 1 year under J/ATG 0148.

## MINISTERIAL RESPONSIBILITIES

4658 BOARD OF REVIEW

The Board of Review reviews the cases of persons found unfit to stand trial, or found not guilty by reason of insanity, who are being detained under Lieutenant-Governor's warrants. The Board reviews reports from doctors, psychiatrists, social workers, and families of those under review and meets personally with each person being detained at least once a year. If a person is declared fit to stand trial after a period of treatment, the Board will recommend return to the court system.

Records

4659 Board - Case Files
Proceedings and decisions respecting the status of individuals charged with a criminal offence and adjudged to have been insane at the time the offence was committed or unfit to stand trial on account of insanity. Includes copy of indictment, copy of background papers received from Criminal Prosecutions, Order-in-Council committing accused to Mental Health Centre, minutes of meetings.
Transferred to Archives after 10 years under J/ATG 0154.

4660 Members Copies of Case Files
Copies of informations, case background from Criminal Prosecutions, Order-in-Council authorizing commitment of the individual, and clinical reports.
Destroyed after closure under J/ATG 0137.

MANITOBA JUSTICE

## 4661 CHIEF MEDICAL EXAMINER

The Chief Medical Examiner's Office investigates all violent, unexplained, unexpected, and suspicious deaths in Manitoba. A computerized central record of all cases provides the public with access to information on autopsies and inquests.

Records

4662 Legal Files - Chief Medical Examiner
Investigation of all sudden and unexpected deaths in Manitoba including the medical examiner's report, police report, microscopic and toxicological reports and copies of paid accounts.
Transferred to Archives after 22 years under J/ATG 0028.

4663 Legal Files - Inquests
Investigation of all sudden and unexpected deaths in Manitoba including the medical examiner's report, police report, microscopic and toxicological reports and copies of paid accounts, inquest report from a judge of the Provincial Court.
Transferred to Archives after 22 years under J/ATG 0026.

## 4664 POLICY AND PLANNING

Policy and Planning conducts and coordinates all social research on behalf of the Department, and is also responsible for developing and coordinating the departmental planning process.

Records

4665 Commitment Accounting and Budget Papers
Destroyed after 4 years under J/ATG 0202.

4666 General Resource Files
Resource material on issues related to the justice system.
Destroyed after 10 years under J/ATG 0203.

4667 Research Files
Research undertaken on justice related issues including evaluations of external and internal programs, feasibility studies, terms of reference and statistics.
Transferred to Archives after 10 years under J/ATG 0204.

## 4668 CRIMINAL INJURIES COMPENSATION BOARD

The Criminal Injuries Compensation Board hears claims for compensation submitted under The Criminal Injuries Compensation Act. Any person who is an innocent victim of crime and has sustained injuries, or who is injured while attempting to preserve the peace, make an arrest, or assist a police officer, may file a claim with the Board, as may

4668 contd surviving spouses, parents, children or other dependents of someone injured or killed in the above circumstances. Compensation can include funeral expenses, maintenance of dependents, or wage benefits for the injured person.

Records

4669 Registrar - Office Files
Destroyed after 5 years under J/ATG 0103.

4670 Board Minutes
Deliberations and decisions of the Board.
Transferred to Archives after 10 years under J/ATG 0100.

4671 Board Orders
Rationale and criteria of claims administration including medical and dental reports, correspondence, and payments.
Transferred to Archives after 10 years under J/ATG 0099.

4672 Claim Files
Application form for claim detailing circumstances and consequences of injury, medical reports, payment record (rehabilitation, claim, pension), medical aid payment record, receipts, permanent disability and rating form, correspondence.
Destroyed after 25 years under J/ATG 0102.

4673 Vocational Rehabilitation Orders
Orders authorizing payments to claimants.
Transferred to Archives after 10 years under J/ATG 0101.

## 4674 LAW ENFORCEMENT REVIEW AGENCY

The Law Enforcement Review Agency receives and investigates public complaints against all municipal-appointed police officers (excluding the R.C.M.P.).

Records

4675 Complaint Files
Complaints about municipal police officers and background material including record of how file was resolved.
Destroyed after 7 years under J 0201.

4676 Commitment Accounting and Budgeting Files
Destroyed after 7 years under J 0225.

## 4677 LAW REFORM COMMISSION

The Law Reform Commission makes inquires into, and considers any matter relating to, law in Manitoba with a view to making recommendations to the Minister of Justice for the improvement, modernization and

4677 uniformity of law. It ensures that the administration of justice is
contd improved through the removal of outdated and inconsistent laws.

Records

4678 **Minutes**
Transcripts of meetings, information concerning Special Committee on Professional Associations, minutes of the Law Reform Committee and of the Law Reform Commission. The Law Reform Committee was the predecessor of the Commission.
Transferred to Archives after 15 years under J/ATG 0019.

4679 Project Working Papers and Research Material
Published articles and reports from various jurisdictions, copies of legislation, statutory provisions from various jurisdictions, researchers' notes.
Destroyed after 12 years under J/ATG 0020.

4680 Uniform Law Conference
Papers prepared for presentation at annual conference by provincial delegates, correspondence between provincial delegates and Conference Executive Secretary, drafts of Manitoba delegates' proposals.
Destroyed after 10 years under J/ATG 0152.

4681 Published Reports Correspondence
Correspondence concerning formal reports to the Minister of Justice including comments and criticisms of draft papers and final reports. Terms of reference of project.
Transferred to Archives after 10 years under J/ATG 0181.

4682 Budget Files and Financial Records
Budget submissions and requisitions for office supplies.
Destroyed after 5 years under J/ATG 0166.

## 4683 MANITOBA POLICE COMMISSION

The Manitoba Police Commission is an independent coordinating body that works to promote the prevention of crime, and police/community relations in the province. It handles inquiries and considers appeals of disciplinary procedures within the non-R.C.M.P. municipal police forces.

As part of the Manitoba Crime Prevention Committee, the Commission stocks a variety of pamphlets and booklets on a number of crime prevention programs which are made available to the public, businesses, law enforcement agencies, and other interested groups.

Records

4684 Commission - Minutes
Record of proceedings of Commission meetings.
Transferred to Archives after 10 years under J/ATG 0183.

4685 Police Commission - **Office Files**
Record of staff time allocated to Commission activities.
Destroyed after 5 years under J/ATG 0174A.

4686 Appeals/Complaints Files
Complaints filed by citizens against police. A complaint may concern excessive use of force, improper use of firearms or abuse of authority. Records also include appeals filed by officers of police disciplinary procedures. An appeal of a discliplinary action may concern the severity of the penality or jurisdictional issues.
Transferred to Archives after 10 years under J/ATG 0207.

4687 Operational Files
Commission activities including crime traffic statistics, community profiles, and requests from local police commissions, police authorities and other organizations and individuals connected with law enforcement. Includes information concerning issues such as policing, law enforcement, and police-community relations (municipalities and band/community constables), administrative activities of the R.C.M.P. and other major police departments as well as research and program records concerning police training, crime prevention, police fitness, sexual assault investigation protocol, and police pursuit driving. Minutes of Commission meetings with agencies involved in crime prevention.
Destroyed after 5 years, **subject to archival selection**, under J/ATG 0171A.

4688 Crime and Traffic Statistics
Crime and traffic statistics received from municipal police departments in Manitoba.
Destroyed after 5 years under J/ATG 0178.

4689 Annual Reports
Destroyed after 4 years under J/ATG 0179.

4690 **Requisitions**
Destroyed after 4 years under J/ATG 0172.

4691 Attendance Records
Destroyed after 1 year under J/ATG 0175.

## 4692 ADMINISTRATION AND FINANCE

Administration and Finance includes: Administrative and Accounting Services, Financial Planning and Review, Human Resource Services and Information Systems.

MANITOBA JUSTICE

4693 ADMINISTRATION AND FINANCE
Administrative and Accounting Services

Administrative and Accounting Services is responsible for planning office space, supplying office equipment and supplies, assigning fleet vehicles, and providing office supplies. It also administers records management for the Department and the Central File Registry.

Records

4694 Central Registry - Operations and Programs Files
Subject files respecting policy and implementation of the programs and operations of the Department. May include references to individual cases.
Destroyed after 5, 8 and 10 years (some blocks subject to archival selection); transferred to archives after 8 and 10 years under J/ATG 0132.

4695 Financial Files
Financial administration of the Department including: estimates, revenue, expenditure, cash flow, and administration of accounts.
Destroyed after a minimum of 2 years and a maximum of 10 years under J/ATG 0131.

4696 Records Authority Schedules (Provincial Documents Committee Member)
Destroyed as soon as minutes at which schedule was approved are passed under J/ATG 0147.

4697 Central Registry - Office Files
Various retentions and dispositions under J/ATG 0133.

4698 Vehicle Control - Mileage Reports
Destroyed after 4 years under J/ATG 0096.

4699 ADMINISTRATION AND FINANCE
Financial Planning and Review

Finance provides the Department with budget preparation, management and control, central accounting, revenue and financial services, and financial planning.

Records

4700 Revenue Records
Destroyed after 4 years under J/ATG 0095.

4701 Voucher Accounting System - A
Destroyed after 4 years under J/ATG 0098.

4702 Voucher Accounting System - B
Destroyed after 4 years under J/ATG 0097.

MANITOBA JUSTICE

4703 Internal Audit - Auditors' Working Papers and Reports
Destroyed after 4 years under J/ATG 0052.

4704 Internal Audit - Cash Sheets and Bank Reconciliation Statements
Cash sheets and bank reconciliation from Courts, Land Titles and Sheriff's Office for audit.
Destroyed after 1 year under J/ATG 0050.

4705 ADMINISTRATION AND FINANCE
Human Resource Services

Human Resource Services is responsible for staff recruitment, selection, training, evaluation and classification for the Department. It also maintains the payroll and employee benefit records.

Records

4706 Human Resource Management - Office Files
Destroyed after 2 years under J/ATG 0182.

4707 Employee Files
Destroyed 60 years after closure under J/ATG 0130A.

4708 MEIS Reports
Destroyed once superceded under J/ATG 0158, J/ATG 0159 and J/ATG 0160.

4709 Attendance Records
Destroyed after 2 years under J/ATG 0051.

4710 Unexpended Vacation Entitlement
Destroyed after 1 year under J/ATG 0162.

4711 Employment Applications
Destroyed after current year under J/ATG 0161.

4712 Competition Files
Destroyed after 5 years under J/ATG 0092.

4713 Payroll System Reports
Destroyed after 7 years under J/ATG 0169.

4714 Revenue Canada Tax Exemption Forms (TD-1)
Destroyed after 6 years under J/ATG 0163.

4715 ADMINISTRATION AND FINANCE
Information Systems

Information Systems develops, implements, and maintains automated systems for various departmental programs. It also develops programs for use on the Department's main-frame computer and on personal computers.

## MANITOBA JUSTICE

Records

4716 Project Files
Records of planning and development of new electronic systems.
Destroyed after 10 years under J 0230.

4717 Operational System Files
Records of decisions, activities and changes regarding operational comupter systems.
Destroyed after 10 years under J 0231.

4718 Commitment Accounting and Budgeting Files
Destroyed after 7 years under J 0232.

### 4719 COURTS

The Courts Division is responsible for the administration and operation of all courts in the province.

Records

4720 Assistant Deputy Minister - Commitment Accounting Files
Destroyed after 7 years under J/ATG 0200.

### 4721 COURTS
### Court of Appeal

The Court of Appeal is the highest level court in Manitoba, dealing only with cases heard previously by lower courts, boards or commissions. The seven judges are appointed to the Court of Appeal by the federal government.

Records

4722 Pleadings and Support Material
Record of proceedings in the lower court and argument of counsel to be heard in the Court of Appeal including transcripts, appeal books, factum of the appellant, factum of the respondent.
Transferred to Archives after 1 year under J/ATG 0001A.

4723 Pockets and Index Books
Appeals from lower court judgements and chambers applications. Includes: notice of appeal, notice of motion, affidavit, correspondence, orders, original Court of Appeal decision.
Transferred to Archives after 4 years under J/ATG 0168.

4724 Minute Books
Outline of proceedings of the Court prepared by the Clerk of the Court regarding argument and judgements handed down by the panel of judges.
Transferred to Archives when book is complete under J/ATG 0188.

4725 Commitment Accounting and Budgeting Files
Destroyed after 7 years under J 0228.

4726 COURTS
Court of Queen's Bench

The Court of Queen's Bench functions both as a court of first instance where a dispute is heard in full for the first time, and as an appeal court for cases previously heard in Provincial Court and Youth Court. It has jurisdiction over both civil and criminal cases, is unlimited as to either type of case or amount of claim and conducts both jury and non-jury trials. Judges in the Court of Queen's Bench are appointed by the Federal Government.

Queen's Bench has exclusive jurisdiction over civil matters such as divorce, libel, and slander, and over such criminal matters as treason, murder, privacy, mutiny, and the corrupting of justice.

Records

4727 Civil Pockets
Statement of claim, originating notice of motion, defences' garnishing orders, judgements.
Transferred to Archives after 25 years under J/ATG 0012 and J/ATG 0062.

4728 County Court - Civil Pockets and Files, 1911-1984
Civil Court proceedings, including statements of claim, court motions, affidavits, judgements and garnishing orders.
Transferred to Archives after 25 years under J/ATG 0004.

4729 Criminal Pockets
Criminal proceedings heard in the Court of Queen's Bench including: informations, recognizance notices, indictments, sentences, probation orders and in some cases, exhibits.
Transferred to Archives after 30 years under J/ATG 0007 and J/ATG 0061.

4730 Divorce Files
Divorce petitions, decree nisi, decree absolute, notices of motion, exhibits.
Transferred to Archives after 40 years (Winnipeg) and after 25 years (rural courts) under J/ATG 0009 and J/ATG 0059.

4731 Judgement Roll Pockets
All judgements issued from the Court of Queen's Bench.
Transferred to Archives after 15 years under J/ATG 0011 and J/ATG 0057.

4732 Record Pockets
All pleadings before the Court including: statement of claim, defence, other pleadings, notice of trial.
Transferred to Archives after 10 years under J/ATG 0006 and J/ATG 0063.

MANITOBA JUSTICE

4733 Index Books
Court cases and corresponding file numbers.
Transferred to Archives after 25 years under J/ATG 0210.

4734 Procedure Books and Cards
Lists of documents filed in court cases.
Transferred to Archives after 15 years under J/ATG 0206.

4735 Bankruptcy Files
Assignment, proposal or petition to start, transmittal documents (minutes of creditors meetings, list of creditors approved), transcripts of evidence, trustees report, affidavit of bankruptcy stating current income and expenses, court order, appeals, trustees statement of receipts and disbursements, trustee discharge.
Transferred to Archives after 10 years under J/ATG 0071.

4736 Bankruptcy Index
Nominal index to bankruptcy files.
Master index to be filmed, original transferred to Archives under J/ATG 0072.

4737 Bankruptcy Procedure Books and Cards
Record of formal legal steps taken in each bankruptcy case.
Transferred to Archives after 5 years under J/ATG 0073.

4738 Bankruptcy Orders
Copies of original orders.
Transferred to Archives after 2 years under J/ATG 0074.

4739 Bankruptcy Minutes Book
Record of proceedings of bankruptcy hearings.
Transferred to Archives after 5 years under J/ATG 0075.

4740 Bankruptcy Index Cards - Federal Notices
Notice prepared by the Official Receiver's Office (Canada) recording name of bankrupt and trustees, federal number and date filed.
Destroyed after 7 years under J/ATG 0076

4741 Civil Chambers Pockets, 1904-1967
Civil chambers proceedings opened by an originating notice of motion and affidavits in support, and heard before a judge presiding in chambers. Currently filed with Civil Pockets.
Transfer to Archives under J/ATG 0010 and J/ATG 0058.

4742 Equity Pockets, 1879-1951
Includes affidavits, appointments, bills of costs, reports, final orders.
Transferred to Archives under J/ATG 0014 and J/ATG 0055.

4743 Examination for Discovery Pockets, 1917-1977.
Record of pre-trial procedure whereby the parties to a court action are given the right to examine one another under oath, for the purposes of ascertaining the grounds on which a claim is made in court, or the grounds on which a claim made in court is being opposed.
Transferred to Archives under J/ATG 0079.

4744 Winding Up Act Pockets, 1904-1976
Winding Up Act (1904-1976) dissolved companies by way of a petition which went before the court. A judge would rule as to dissolution and distribution of assets. Includes petition to wind up and notice of motion.
Transferred to Archives under J/ATG 0015 and J/ATG 0054.

4745 Accounting Pockets, 1891-1969
Praecipes, cheque stubs and orders.
Transferred to Archives under J/ATG 0013 and J/ATG 0056.

4746 Real Property Act Pockets, 1960-1971.
Proceedings under Real Property Act including notices of motion, affidavits and orders.
Transferred to Archives under J/ATG 0016 and J/ATG 0053.

4747 Commitment Accounting and Budgeting Files
Destroyed after 5 years under J 0219.

4748 COURTS
Court of Queen's Bench
Small Claims

Small Claims Court, a division of Queen's Bench, hears claims against persons for amounts less than $3,000. The Court may empower a Sheriff's Officer to seize and sell property to satisfy a debt. Small claims can be made in cases of debt, damage to property, rent arrears and damages to rented premises, or breached contracts, but not in cases regarding title to land, claims on the estate of a deceased person, recovery of goods, or bankruptcy.

Records

4749 Small Claims Pockets
Claim form, affidavit, certificate of decision.
Transferred to Archives after 5 years (rural courts) and after 15 years under J/ATG 0066 and J/ATG 0003.

4750 COURTS
Court of Queen's Bench
Family Division

The Family Division of Queen's Bench has the sole responsibility for all family law matters (child custody and maintenance) in the Winnipeg and Selkirk regions. Family law matters in other areas of Manitoba are handled by the Family Division of Provincial Court.

Records

4751 Family Division - Family Case Files and Card Index
Proceedings under the The Child and Family Services Act for guardianship by a child caring agency or an individual may include application,

4751 summons, notice affidavits, birth certificates, social history reports
contd and home study report. Proceedings under the The Wives and Children's Maintenance Act may include application, social history report, motions, affidavits, final order and any other variation proceedings, and orders of parentage and birth certificates. Proceedings under The Reciprocal Enforcement of Maintenance Orders Act may include application, marriage certificate, birth certificate, transcripts, provisional orders and orders of confirmation from other provinces.
Transferred to Archives after 10 years under J/ATG 0040.

4752 COURTS
Court of Queen's Bench
Probate Division

The Probate Division of Queen's Bench deals with all legal matters arising as a result of the death of a person. This includes reading and interpretation of a will, the appointment of an executor if required, and the distribution of the deceased person's property.

Records

4753 Probate - Court Pockets
Applications for grant of probate, applications for letters of administration with will annexed, applications for administration, applications for guardianship, passing of accounts, proof of wills in solemn form. Applications for guardianship to 1984 are also included. They are filed when a minor child inherits under a will or administration.
Transferred to Archives after 60 years under J/ATG 0025 and J/ATG 0064.

4754 Probate - Alphabetical Indexes
Nominal index to probate pockets and files.
Retained by courts until superseded under J/ATG 0068.

4755 Probate - Grant of Probate Books "T", 1871-1971
Court copies of grants of probate. A grant of probate appoints the executor named in the will and includes a copy of the will.
Transferred to the Archives after 60 years under J/ATG 0023.

4756 Probate - Letters of Administration "B"
Court copies of letters of administration issued when a person has died without leaving a will.
Transferred to Archives after 60 years under J/ATG 0022.

4757 Probate - Miscellaneous Books, 1871-1971.
Grants of probate and letters of administration in the Eastern Judicial District.
Transfer to Archives under J/ATG 0021.

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4758 Probate - Miscellaneous Books
Court copies of: **letters of administration** with will annexed (where a person dies leaving a will but not appointing an executor in the estate); administration orders (when the estate is very small); or other special circumstances requiring a different type of grant.
Transferred to Archives after 60 years under J/ATG 0024.

4759 COURTS
Court of Queen's Bench
Orderly Payment of Debts

The Orderly Payment of Debts Program is designed to assist persons who have become overwhelmed by debts and is empowered to take over the administration of debt payments. The person in debt makes a monthly payment to the Court and the Court pays the creditors every three months.

Records

4760 Orderly Payment of Debts Pockets
Affidavits, notice to creditors, other notices, consolidation orders, correspondence as prescribed by The Bankruptcy Act.
Transferred to Archives after 15 years under J/ATG 0005 and J/ATG 0069.

4761 COURTS
Provincial Court

The Provincial Court is the only court in Manitoba to exercise an exclusively original jurisdiction, hearing all cases for the first time and not hearing appeals. In general, less serious offences are tried in Provincial Court. Provincial Court has exclusive jurisdiction over all **summary conviction** offences, as well as over some of the less serious indictable offences, including assault, theft under $1000.00, and obtaining money by false pretences. Judges of the Provincial Court are appointed by the Provincial Government.

Provincial Court is divided into three main areas, Criminal, Youth, and Family Courts. Traffic cases, private prosecutions, and lesser matters are handled by magistrates and justices of the peace.

The Criminal Division handles criminal charges against adults involving **summary conviction** offences and some indictable offences. It is also responsible for conducting preliminary hearings for more serious indictable offences.

Youth Court is responsible for all charges under The Young Offenders Act (Canada) brought against persons between the ages of 12 and 17.

The Family Division hears family disputes such as child custody and family maintenance throughout Manitoba excluding Winnipeg and Selkirk regions which are under the jurisdiction of the Court of Queen's Bench Family Division.

MANITOBA JUSTICE

Records

4762 Criminal Case Files
Record of proceedings of criminal cases brought before the court including: informations and summonses. May also include warrants, probation orders and some paper exhibits of cases under the Criminal Code of Canada and provincial statutes. Primarily related to R.C.M.P. arrests and not-guilty pleas referred by Provincial Court, Public Safety Building, Winnipeg.
Destroyed after 10 years under J/ATG 0017.

4763 Index Cards to Criminal Case Files
Name and file number of accused.
Destroyed after 10 years under J/ATG 0018.

4764 Criminal Informations
Charges laid and disposition of cases in Provincial Court. Includes suspected violations of federal and provincial statutes, City of Winnipeg by-laws. Primarily arrests made by City of Winnipeg Police.
Destroyed after 10 years under J/ATG 0029.

4765 Criminal Record Books
Name of accused, charge, disposition of case, number of information, payments made.
Transferred to Archives after 10 years under J/ATG 0030.

4766 Criminal Cases Cashier Ledgers
Name of accused, amount of payment, number of information, amount of payment, allotment of payment (fine, bail, costs for restitution).
Destroyed after 10 years under J/ATG 0031.

4767 Criminal Cases Time to Pay Cards
Name of accused file numbers, allotment of payment (fine, restitution, bail, costs), date due and date of payment.
Destroyed after 2 years under J/ATG 0032.

4768 Traffic - Summary Conviction Notices
Summary Convictions for offences under The Highway Traffic Act, The Snowmobile Act, The Liquor Control Act, The Fisheries Act, The Wildlife Act. Informations and complaints, possible summonses and receipts for fines.
Destroyed after 6 years under J/ATG 0090.

4769 Traffic - Informations and Complaints
Summary conviction informations and complaints.
Destroyed after 10 years under J/ATG 0104.

4770 Traffic - Default Dockets
Record of payment default by accused. Includes charge, file number, warrant for non-payment.
Destroyed after 10 years under J/ATG 0125.

Send Applications to Access Guide 4651

MANITOBA JUSTICE

4771 Traffic - Cheques - Suspense Account - copies
Destroyed once suspense is paid back under J/ATG 0112.

4772 Criminal Cases Court Dockets
Daily record of accused persons, charges and dispositions.
Transferred to Archives after 7 and 5 years under J/ATG 0153 and J/ATG 0106.

4773 Youth Division - Court Dockets - Young Offenders Act
List of cases scheduled for court including name of youth, offence, name of informant, and disposition.
Transferred to Archives after 5 years under J/ATG 0190.

4774 Youth Division - Young Offenders Act Files
Case records including police reports, informations and complaints, summonses, notices, subpoenas, and predisposition reports.
Transferred to Archives 5 years after expiry of requirements in court disposition or order under J/ATG 0036.

4775 Youth Division - Account Records
Receipts and disbursements arising from court dispositions of young offender cases.
Destroyed after 6 years under J/ATG 0189.

4776 Family Division - Court Dockets
Cases scheduled for appearances at court sittings including names of persons, types of action, and notations of disposition.
Destroyed after 5 years under J/ATG 0191.

4777 Family Division - Family Case Files
Actions instituted in relation to family matters. Child and Family Services Act guardianship proceedings include applications, summonses, notices, affidavits, birth certificates, social history reports and home study reports, Court dispositions, final orders and variances. Wives and Children's Maintenance Act proceedings include applications, social history reports, court motions, affidavits, court dispositions, orders and any variances. Reciprocal Enforcement of Maintenance Orders Act proceedings include applications, marriage certificates, birth certificates, transcripts. For information concerning rights of access to records created under The Child and Family Services Act, consult (Access Guide Number 2665)
Transferred to Archives after closure under J/ATG 0193.

4778 Warrants of Committal and Arrest
Warrants to commit individuals to jail for non-payment of fines or for arrest to appear in court.
Destroyed after cancellation of warrant under J/ATG 0107.

4779 Deposits and Receipts Distribution Form
Destroyed after 4 years under J/ATG 0108.

4780 Voucher Accounting System - 'A'
Destroyed after 4 years under J/ATG 0109.

MANITOBA JUSTICE

4781 Cheques - Cancelled
Destroyed after 7 years under J/ATG 0110.

4782 Disbursements Journal
Date cheque issued by the Court, payee, cheque number, amount.
Destroyed after 7 years under J/ATG 0111.

4783 Accounts Payable Ledger Cards - Municipalities
Monies paid to municipalities for refunds of fines and costs including name of municipality, date received, name of accused, amount, date received by municipality. Monies are received as fines for offences committed in municipalities.
Destroyed after 7 years under J/ATG 0113.

4784 Cash Journals
Destroyed after 6 years under J/ATG 0114 and J/ATG 0115.

4785 Receipt Control Books - Justices of the Peace, Magistrates, Judges
Fine monies received by the Court justices, magistrates and judges throughout Manitoba.
Destroyed after 6 years under J/ATG 0117.

4786 Control Ledger Cards
Accounts receivable and accounts payable by account type. Indicates date of transaction, amount, debit or credit.
Destroyed after 6 years under J/ATG 0119.

4787 Funds Held in Trust Report
Year-end status of accounts established to protect money received as fines, restitutions. Indicates all disbursements.
Destroyed after current year under J/ATG 0122.

4788 Fees Paid/Accounts Payable - Justices of the Peace
Fees paid to magistrates. Includes: fees paid journal, ledger cards, and names of justices to be paid.
Destroyed after 7 years under J/ATG 0126.

4789 Revenue Consolidation Reports - Copies
Aggregates of financial reconciliations for each month including book summary, bank reconciliation, trial balance.
Destroyed after 2 years under J/ATG 0127.

4790 Criminal Cases - Receipt Books
Destroyed after 7 years under J/ATG 0034.

4791 Accounts Receivable and Accounts Payable System, May 1981 - March 1984.
Daily, weekly, monthly reports supporting court's accounts receivable and accounts payable system (fines owing and paid).
Destroyed after 7 years (input); destroyed immediately (output); with exception of consolidated report which is destroyed after 10 years and final report which is transferred to Archives under J/ATG 0121 and J/ATG 0120.

4792 Commitment Accounting and Budgeting Files
Destroyed after 7 years under J 0221.

4793 Index to Informations and Complaints (Traffic), 1980
Nominal index to informations.
Destroyed after 10 years under J/ATG 0105.

4794 County Court - Wives and Childrens Pockets, 1920-1977
Provincial Court (Family) garnishee orders filed as judgements in the County Court.
Transferred to Archives under J/ATG 0008 and J/ATG 0060.

4795 County Court Registered Documents, 1900-1978
Documents registered in the County Court under The Bills of Sale Act or The Assignment of Book Debts Act such as chattel mortgages, inventory of chattels, lists of receivables, schedules of payments. The Bills of Sale Act provided for the filing of chattel mortgages against goods bought on credit. The Assignment of Book Debts Act allowed for the orderly payment of debts from debtor to debtee as assigned by County of jurisdiction.
Destroyed after 25 years under J/ATG 0002A.

4796 County Court - Financial Records (Winnipeg), to 1984
Copies of receipts, cash books, disbursement journals, ledgers, bank statements, cancelled cheques.
Destroy 1 April 1991 under J/ATG 0156.

4797 Family Division - Account Records
Receipts and disbursements pursuant to court orders in relation to family matters.
Destroyed after 7 years under J/ATG 0194.

4798 COURTS
Court Services

Court Services provides support and direction to the operation of the Courts. It is responsible for planning and policy, personnel and financial services, system design, facility design and use, supplies and equipment, legal research affecting Courts, legal forms, and French language services.

4799 COURT SERVICES
Court Services
Sheriff's Services

The Sheriff's Office is responsible for duties on both the civil and criminal sides of the court process. Among the civil duties are: serving (delivering) court documents for all government departments including Legal Aid and Maintenance Enforcement; enforcing Queen's Bench court orders such as Writs of Execution and court-ordered evictions.

4799 contd Criminal duties include: service of subpoenas to witnesses in criminal courts; summoning and assembling jury panels and jury supervision and management during trials; security and order in all courts and, prisoner escort.

4800 COURTS
Court Services
Court Reporters

Court Reporters are responsible for providing a verbatim record of the evidence and proceedings in civil and criminal trials. They are also required to provide for a fee, typed transcripts of court proceedings when requested by judges, lawyers, or members of the public.

Records

4801 Reporters Notebooks and Tapes
Verbatim shorthand and sound record of proceedings in all courts.
Transcripts produced when required.
Destroyed after 7 years under J/ATG 0085 and J/ATG 0086.

4802 Chief Court Reporter - Office Files
Destroyed after 7 years under J/ATG 0088.

4803 Employee Files
Transferred to departmental file 1 year after closure, under J/ATG 0087.

4804 COURTS
Court Services
Court Communicators

Court Communicators assist native people in developing a better understanding of their rights, interests, privileges, and obligations in relation to the criminal justice system. The communicator's role is to explain the court process, the nature of the charges involved, the possible outcomes of a court case, and to provide assistance in obtaining a lawyer. The communicator may provide the Court with information about the accused, and the circumstances surrounding the offence.

4805 COURTS
Court Services
Maintenance Enforcement

The Maintenance Enforcement Program is responsible for monitoring and enforcing all court orders stipulating maintenance payments. Orders enrolled in the program are automatically monitored by a system which reveals missed payments or defaults and initiates enforcement action as required. Enforcement action may take the form of a summons or of a

4805 garnishing order, seizure of personal property, registration of the
contd default arrears in Land Titles, or the appointment of a receiver to ensure payment of maintenance.

Records

4806 Maintenance Enforcement - **Computer System**
Payors, payees and defaults.
Destroyed from a minimum of 1 month to a maximum of 2 months after end of taxation year, under J/ATG 0140.

4807 Enforcement Case Files
Monitoring and/or enforcement of maintenance orders and separation agreements including court orders/separation agreements, summonses, warrants, garnishments, correspondence, computer account records of monthly payments and statutory declarations.
Destroyed after 19 years under J 0222.

4808 **Commitment Accounting** and Budgeting Files
Destroyed after 7 years under J 0223.

4809 COURTS
Court Services
Legal Library Services

Legal Library Services is responsible for the administration of the Great Library, the Department library, several judges' libraries and the libraries in the Portage, Brandon, Dauphin, The Pas and Flin Flon Court Houses.

Records

4810 Legal Library Resources - **Office Files**
Destroyed after 5 years under J 0234.

4811 **Commitment Accounting** and Budgeting Files
Destroyed after 7 years under J 0235.

4812 PUBLIC PROSECUTIONS

Public Prosecutions provides prosecution and law enforcement services for the administration of justice in Manitoba.

Records

4813 Assistant Deputy Minister - **Commitment Accounting** Files
Destroyed after 7 years under J/ATG 0200.

MANITOBA JUSTICE

4814 PUBLIC PROSECUTIONS
Criminal Prosecutions

Criminal Prosecutions provides for the prosecution of criminal offences in Manitoba, including the prosecution of: provincial, Criminal Code, and some federal offences; young offenders prosecutions under The Young Offenders Act (Canada); and special prosecutions related to intricate cases involving commercial fraud.

Records

4815 Criminal Prosecutions - Office Files
Destroyed after 5 years under J/ATG 0141.

4816 Criminal Prosecution Files - Provincial Court
Background information for all Provincial Court criminal cases and the Crown's prosecution strategy.
Transferred to Archives 5 years after closure, subject to archival selection, under J/ATG 0142.

4817 Criminal Prosecutions Files - Queen's Bench
Background information regarding criminal cases in the Court of Queen's Bench and the Crown's prosecution strategy.
Transferred to Archives 5 years after closure under J/ATG 0143.

4818 Criminal Prosecutions Files - Appeals
Background information regarding all Court of Queen's Bench and Court of Appeal criminal cases and the strategy for conducting the Crown's case with respect to appeal.
Transferred to Archives 5 years after closure under J/ATG 0144.

4819 Young Offender Case Files - Fort Osborne
Working files for Crown attorneys undertaking prosecutions under The Young Offenders Act. Includes trial files, appeal files and adult contributing cases. Copies of: police reports, social and forensic background material, informations and complaints, correspondence regarding charges and pleas among lawyers, social workers, probation officers and Crown attorneys. Appeal files contain transcripts of original trial.
Destroyed 1 year after closure, under J/ATG 0077.

4820 Young Offenders - Police Reports
Description of alleged offences.
Destroyed 30 days after disposition, under J/ATG 0078.

4821 PUBLIC PROSECUTIONS
Law Enforcement Services

The Law Enforcement Services ensures the delivery of policing and law enforcement services within the province. The branch monitors and coordinates all services under its direction, deals with the R.C.M.P., municipal forces, the licensing of private investigators and security

4821 contd guards, and the licensing and control of firearms in Manitoba. Provincial policing in Manitoba is provided by the R.C.M.P. in accordance with an agreement between Manitoba and Canada.

Records

4822 Private Investigators and Security Guards Licensing
Applications for licences, declarations, correspondence, interview notes, copy of licence. Includes rejected applications.
Destroyed 7 years after closure, under J/ATG 0164.

4823 Private Investigators and Security Guard Licences - Audit Copy
Destroyed 1 year following audit, under J/ATG 0165.

4824 Private Investigators and Security Guard Licenses - Fee Receipt Ledger
Record of monies received for annual license fee.
Destroyed after 7 years under J 0240.

4825 PUBLIC PROSECUTIONS
Victims Assistance Committee

The Victims Assistance Committee provides a support service to people who have become the victims of crime and those who are subpoenaed to serve as witnesses.

The Videotaping Project is responsible for videotaping original investigative interviews with the victims of child sexual abuse. Its object is to eliminate the need for repeated questioning by the police, social workers, medical staff, therapists and Crown attorneys, and thereby reduce the stress placed upon the victims. The Victim Impact Statement Project is responsible for the preparation of victim impact statements. A victim impact worker interviews the victims of certain crimes, including sexual assault, aggravated assault, assault causing bodily harm, assault with a weapon and non-commercial robbery. The worker then prepares a victim impact statement describing the effects of the crime upon the victim. The statement is provided to the Crown attorney, defence counsel, and the judge prior to the sentencing of the convicted offender.

The Child Abuse Witness Program is responsible for preparing child victims of sexual and physical abuse for criminal court proceedings. The Program offers support and counselling services to the victim and the family and provides a support person for the child in court. Through liaison with the Crown Attorney's Office the program also provides information to victims.

Records

4826 **Commitment Accounting** and Budgeting Files
Destroyed after 7 years under J 0248.

MANITOBA JUSTICE

4827 JUSTICE

The Justice Division is responsible for legal services and policy in non-criminal matters to the Government of Manitoba.

Records

4828 Assistant Deputy Minister - **Commitment Accounting** Files
Destroyed after 7 years under J/ATG 0200.

4829 JUSTICE
Civil Legal Services

Civil Legal Services functions as the law firm to the government. It provides legal advice to all governmental departments, boards, and commissions. Its services range from the conduct of litigation to providing legal advice and opinions, and preparing contracts and other documents. Outside counsel is retained in situations where a conflict of interest would otherwise arise, or where the expertise required is so specialized in nature.

4830 JUSTICE
Family Law

Family Law develops, implements, and promotes family law policy, programs, and legislation, in addition to evaluating programs and procedures affecting family law. Areas of responsibility include: all legislation concerning family law, such as marital property, child welfare, and family maintenance; litigation in the areas of maintenance enforcement and child protection; and assistance in the laying of charges of child abduction.

Records

4831 **Commitment Accounting** and Budgeting Files
Destroyed after 7 years under J 0242.

4832 JUSTICE
Constitutional Law

Constitutional Law was established partly in response to the Supreme Court's decision of language rights under the Constitution. It is responsible for matters relating to constitutional law in both civil and criminal cases. It handles cases and appeals dealing with constitutional law, conducts constitutional litigation and on request provides opinions on constitutional matters to Legal Services lawyers.

MANITOBA JUSTICE

Records

4833 **Commitment Accounting Files**
Destroyed after 7 years under J 0211.

4834 JUSTICE
Public Trustee

The Public Trustee is authorized under The Public Trustee Act, to preserve and protect the estates and interests of those persons who are incapable of managing their own property. This may include persons who have died leaving no traceable heirs, minors who have had the Public Trustee appointed as their legal guardian, and mentally disordered persons.

Records

4835 Public Trustee - Office Files
Destroyed after 5 years under J/ATG 0209.

4836 Estate Administration Files
Administration of the estates of deceased clients, infant trusts, and private trusts, including legal documents, names/addresses of heirs and parents/guardians, as well as manner of distribution of estates and trusts.
Destroyed 7 years after closure, under J/ATG 0039.

4837 Client Files - Legal
Legal transactions performed by the Public Trustee including name, correspondence, legal documents and medical reports.
Destroyed after 20 years under J/ATG 0041.

4838 Ledger Cards
Financial administration of clients' estates.
Transferred to Archives after 7 years under J/ATG 0042.

4839 Income Tax Files
Income tax returns submitted by Public Trustee on behalf of clients.
Destroyed after 7 years under J/ATG 0043.

4840 Computer Update Sheets
Chronological record of financial transactions of the administration of clients' estates.
Transferred to Archives after 2 years under J/ATG 0044.

4841 Receipts
Destroyed after 3 years under J/ATG 0045.

4842 Computer Trial Balance Reports
Monthly statements of clients' financial positions.
Destroyed after 4 years under J/ATG 0046.

## MANITOBA JUSTICE

4843 Cancelled Cheques
Amounts issued from clients' estates.
Destroyed after 10 years (originals); destroyed after 1 year (copies), under J/ATG 0047 and J/ATG 0048.

4844 Client Files - Administration
Administration of the estates of mentally incompetent persons including: name, authority, description of real and personal property, information regarding clients' estates.
Destroyed after 20 years following closure, under J/ATG 0049.

4845 Cheque Requisitions
Requests for disbursements from trust or operating bank accounts and details of transactions.
Destroyed after 7 years under J/ATG 0080.

4846 Working Papers for Annual Financial Statements
Analyses, notes, memoranda used in compiling comprehensive statements of financial activities on clients' accounts.
Destroyed after 5 years under J/ATG 0081.

4847 Journal Vouchers
Financial transactions affecting client accounts.
Transferred to Archives after 7 years under J/ATG 0083.

4848 Invoices - Estate Officers Services
Charges for services rendered by estate officers during the administration of clients' estates.
Destroyed after 3 years under J/ATG 0084.

4849 Estimates - Working Papers
Destroyed after 3 years under J/ATG 0082.

### 4850 LEGISLATIVE COUNSEL

Legislative Counsel includes Legislative Drafting and Legal Translation.

Records

4851 Legislative Counsel - Office Files
Destroyed after 4 years under J/ATG 0139.

4852 Legislative Counsel - Commitment Accounting Files
Destroyed after 7 years under J/ATG 0200.

### 4853 LEGISLATION AND LEGAL TRANSLATION

Legislative Drafting

Legislative Drafting provides legal advice to all departments on the drafting of statutes and supplies drafting services to departments and to private members of the Legislature.

Records

4854 Statute Correspondence
Correspondence relating to the preparation of statutes, replies to queries about legislation, drafts of statutes and working notes. Transferred to Archives after 5 year, under J/ATG 0138.

4855 LEGISLATION AND LEGAL TRANSLATION
Legal Translation

Legal Translation is responsible for providing a French-language equivalent to all statutes, some regulations and the rules of courts.

4856 PROPERTY RIGHTS

Property Rights is responsible for the registration of interests in real property (Land Titles) and other property (Personal Property Registry).

4857 PROPERTY RIGHTS
Land Titles

The Land Titles Office registers transfers of title when any piece of real property changes hands. It is also a registry of information on encumbrances on real property, such as mortgages, liens, caveats, or other restrictions. A Surveys Section performs plan registrations and surveys for subdivisions, condominiums and rights of way.

District land titles offices are located in Winnipeg, Portage la Prairie, Brandon, Morden, Neepawa, and Dauphin.

4858 PROPERTY RIGHTS
Personal Property Registry

Property Rights is a central registry for the recording of interests in property other than real property. Virtually any item can be registered as long as there is a financial obligation attached. Cars are the most common item. The recording of property makes it possible for a person planning to buy an item to check first with the Registry to ensure that there are no outstanding liens or other restrictions against it before making the purchase.

Records

4859 Personal Property Registry - Computer System
Registrations under The Personal Property Security Act and registrations authorized or required under any other Act of the legislature. Includes registrations, requests for enquiry, business name lists, discharges registered, and registrar's certificates. Continuously updated (master electronic file); destroyed variably (input and output) with the exception of security output which is transferred to Archives under J/ATG 186A.

MANITOBA JUSTICE

4860 Corporate Security Registered Documents
Corporate securities (debentures) registered prior to September 1978 in Corporations Branch under The Corporations Act.
Transferred to Archives after 25 years under J/ATG 0089.

4861 County Court District Index Books, pre - 1900-1978
Nominal Index to County Court Registered Documents.
Transferred to Archives after 25 years under J/ATG 0091.

4862 Requests for Enquiry
Requests for information searches in the Personal Property Registry and record of fee paid.
Destroyed after 6 years under J/ATG 0094.

4863 Revenue and Trust Accounting System
Payments related to registrations, filings, searches and certificates in the Personal Property Registry.
Destroyed after 6 years under J/ATG 0187.

4864 Document and Refund Request
Requests for documents, rejection advice and refund, overpayment advice and refund.
Destroyed after 6 years under J/ATG 0185.

4865 Confirmations (Duplicates) and Printouts
Duplicates of information registered in the registry and mailed to registering party.
Destroyed after 4 months under J/ATG 0037.

4866 CORRECTIONS

Corrections Division includes Administration, Adult Correctional Services, and Community and Youth Correctional Services.

4867 CORRECTIONS
Administration

Administration is responsible for  program and policy the development, implementation, and evaluation of division programs and policies.  It also provides support services including administration, communications, budget analysis, health care, chaplaincy, investigations, inspections and operational review.

Records

4868 Administration - Office Files
Destroyed after 5 years under J/CSC 0149.

## MANITOBA JUSTICE

4869 CORRECTIONS
Adult Correctional Services

Adult Corrections is responsible for: holding alleged adult offenders in secure custody while awaiting court adjudication or sentencing, holding adult offenders while serving prison sentences of up to two years less a day in an appropriate level of custody, providing for the care and well-being of inmates during their stay in custody, and the provision of rehabilitative opportunities. Adult Corrections operates seven institutions including: Milner Ridge Correctional Centre, Portage Correctional Institution for Women, The Pas Correctional Institution, Brandon Correctional Institution, Dauphin Correctional Institution, Headingly Correctional Institution, and the Provincial Remand Centre. The institutions at Headingly and The Pas operate satellite rehabilitation camps. Adult Corrections provides funding for external agencies which give services to offenders.

Internal Indexes: **Office Files** - File Key; Adult Corrections Forms Manual; Correctional Institutions Inmate Files arranged alphabetically; **Office Files** arranged variably with some File Keys.

Records

4870 Correctional Institutions - **Office Files**
Destroyed after 4 years under J/CSC 0129.

4871 Correctional Institutions - Inmate Files
Record of incarceration including: warrants of committal, pre-sentence reports, admission/intake summaries, property cards, assessments, case managements, notes on initial and subsequent assessment.
Destroyed after 7 years under J/CSC 0132.

4872 Correctional Institutions - Medical Files
Examination, diagnosis, treatment records for inmates held in correctional institutions and remand centres. May include charts, medication records, forensic reports, medical histories, and dental and optometric records.
Destroyed 7 years after closure under J/CSC 0096A.

4873 Correctional Institutions - Logs
Daily routines and minor incidents by shift and by day.
Destroyed after 6 years under J/CSC 0130.

4874 Correctional Institutions - Court Appearance Dockets
Names of individuals charged and disposition of court (originals with court concerned).
Destroyed immediately under J/CSC 0131.

4875 Correctional Institutions - Financial Files - Inmate Trust Accounts
Financial transactions of inmates' trust accounts, including inmates' incentive pay, canteen/hobbycraft purchases, monies received from outside institution, miscellaneous expenses such as telephone calls.
Destroyed after 7 years under J/CSC 0133.

4876 Correctional Institutions - Operational Financial Files
Requisitions, purchase orders, invoices.
Destroyed after 4 years under J/CSC 0134.

4877 CORRECTIONS
Community and Youth Correctional Services

Community and Youth Correctional Services is responsible for developing and implementing community programs for young and adult offenders and for custody programs for young offenders that will prevent crime, hold offenders responsible for their contraventions. It also facilitates the re-integration of offenders into the community.

Services provided by district and regional offices include: developing and implementing alternatives to formal court action for offenders, assisting the courts by preparing reports on the circumstances of offenders and proposing community supervision alternatives, supervision of adult and young offenders in the community under judicial interim release (bail), community service orders, fine option, probation orders, and temporary release from custody. The branch fosters community involvement in correctional programs through volunteer activity, justice committees and fee-for-service contracts. In addition the branch promotes promotes and facilitates and implements crime prevention, public education, and community development activities.

The branch also administers youth temporary detention custody programs. Its facilties include: the Manitoba Youth Centre, Doncaster Centre, Kenaston Centre, and the Agassiz Youth Centre which includes Cresent Youth Centre and a range of community open custody homes.

The Custody Review, Support and Classification Unit administers an open custody program using family homes. It is involved in the review of young offenders in custody and makes recommendations concerning their reintegration into the community.

The Fine Option Program provides offenders who are unable to pay a fine with a reasonable community service alternative to imprisonment. Alternatives are developed and administered by the Community Resource Centres and Work Centres. More than 120 Resource Centres throughout the province are responsible for administering the program in their communities.

The Community Service Order provides adult and youth courts with an alternative to sentencing. A judge may order a person charged with an offence to perform unpaid community work. The program is administered by Fine Option.

Internal Indexes: Offender Resident Files either alphabetically arranged or indexed by name; Office Files - File Key; Community Corrections Standards Manual.

MANITOBA JUSTICE

### Records

4878 **Community and Youth Correctional Services - Office Files**
Destroyed after 7 years, subject to archival selection, under J/CSC 0071A.

4879 **Probation - Regions - Office Files**
Destroyed after 3 years under J/CSC 011a.

4880 **Probation - Adult Offender Files**
Pre-sentence reports, medical and psychological reports, placement forms, supervision plans, progress reports, probation orders, interim release supervision reports.
Transferred to Archives after 4 years under J/CSC 0068A.

4881 **Probation - Youth Offender Files**
Predisposition reports, alternative measures forms, supervision plans, progress reports, medical and psychological reports, orders of disposition, open custody records.
Transferred to Archives after 1 year (summary convictions); transferred to Archives after 4 years (indictable convictions) under J/CSC 0069A.

4882 **Probation Files Ephemera - Adult and Youth Offenders**
Report duplicates, police reports, appointment letters.
Destroyed after disposition of police reports under J/CSC 0070.

4883 **Honorary Probation Officer Files**
History of voluntary probation officers, including applications, references, correspondence.
Destroyed 3 years after closure under J/CSC 0072.

4884 **Fine Option - Office Files**
Destroyed after 4 years under J/CSC 0074.

4885 **Community Resource Centre Files**
Record of Fine Option works through community resource centres. Includes work performance sheet and Fine Option registration form. The latter identifies offender, fine, offence, transfer, completion, placement. Series includes monthly statement of account and information and complaint.
Destroyed after 4 years under J/CSC 0075.

4886 **Program Development Files**
Special programs development.
Destroyed after 9 years under J/CSC 0076.

4887 **Community Resource Centres - Office Files**
Copies of all correspondence generated by regional offices.
Destroyed after 7 years, subject to archival selection, under J/CSC 0077.

MANITOBA JUSTICE

4888 Youth Resident Files
Custody or temporary detention of residents at youth institutions or youth sections of correctional institutions including committal/remand warrants, admission documentation, chronological records of resident's behaviour, progress reviews, police reports, predisposition reports, custody review records, discipline/incident reports, temporary absence permits, property documentation. Files may, for certain institutions, include psychiatric and psychological reports, and education and medical records.
Destroyed, subject to archival selection, 30 years after closure, with the exception of all files from the Manitoba Home for Girls and pre-1985 files from the Agassiz Youth Centre which are destroyed after 50 years under J/CSC 0005A.

4889 Youth Resident Medical Files
Medical records of young persons held in temporary or custody at youth institutions or youth facilities at provincial correctional institutions.
Destroyed after 30 years under J 0247.

4890 Logs and Binders
Resident behaviour, daily occurences at the youth institutions or youth sections of correctional institutions.
Destroyed after 30 years under J/CSC 0006A.

4891 Youth Institutions - Office Files
Administrative records of Manitoba Youth Centre and Aggassiz Youth Centre.
Destroyed after 4 years under J 0251.

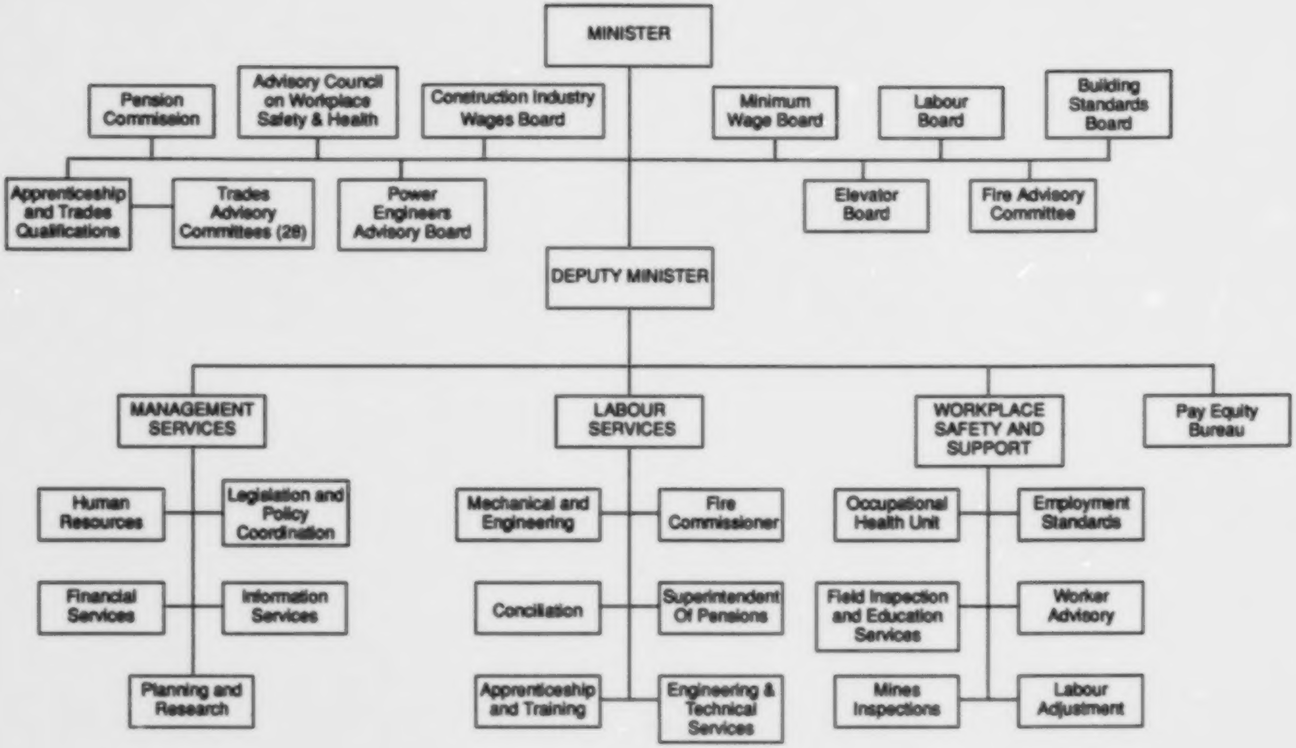
4892 Agassiz Youth Centre - Office Files
Destroyed after 4 years under J/CSC 0120.

4893 Young Offenders - Secure Custody Files and Index
Young Offenders committed to Secure Custody including predisposition reports, progress reports, release plans, warrants of committal, reasons for disposition, notice of intention to apply for change of disposition, and case monitoring recommendations.
Destroyed after 1 year (summary convictions); destroyed after 4 years (indictable convictions) under J/CSC 0165.

4894 Young Offenders - Open Custody Files and Index
Young Offenders committed to Open Custody including predisposition reports, progress reports, release plans, warrants of committal, reasons for disposition, notice of intention to apply for change of disposition, case monitoring recommendations.
Destroyed after 1 year (summary convictions); destroyed after 4 years (indictable convictions) under J/CSC 0166.

4895 Home Operator Files
Background of Open Custody home operators and payment to same including: home study and reference checks, criminal record checks, letters of designation, evaluations, medical references.
Destroyed 6 years after termination of file under J/CSC 0167.

# LABOUR


MINISTER
Pension Commission
Advisory Council on Workplace Safety & Health
Construction Industry Wages Board
Minimum Wage Board
Labour Board
Building Standards Board
Apprenticeship and Trades Qualifications
Trades Advisory Committees (28)
Power Engineers Advisory Board
Elevator Board
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DEPUTY MINISTER
MANAGEMENT SERVICES
LABOUR SERVICES
WORKPLACE SAFETY AND SUPPORT
Pay Equity Bureau
Human Resources
Legislation and Policy Coordination
Financial Services
Information Services
Planning and Research
Mechanical and Engineering
Fire Commissioner
Conciliation
Superintendent Of Pensions
Apprenticeship and Training
Engineering & Technical Services
Occupational Health Unit
Employment Standards
Field Inspection and Education Services
Worker Advisory
Mines Inspections
Labour Adjustment

MANITOBA LABOUR

4950 Manitoba Labour has its origins in the Bureau of Labour which was a branch of the Department of Public Works from 1915 until 1931 when it was made a separate department. It is responsible for ensuring fairness in the workplace by balancing the rights and responsibilities of employers and employees, furthering harmonious labour relations, protecting public safety, and promoting trades training.

4951 Applications for access to the records of Manitoba Labour may be sent to the Access Coordinator:

Freedom of Information
Access Coordinator
Manitoba Labour
614 - 401 York Avenue
Winnipeg
R3C 0P8
Ph: 945-8253

Arrangements for examining records and for obtaining photocopies may be made through the Access Coordinator.

All government offices are listed by community at the end of the Access Guide green pages.

4952 The Access Officers for Manitoba Labour are:

Assistant Deputy Minister
Labour Division
Manitoba Labour
1005 - 401 York Avenue
Winnipeg
R3C 0P8

Executive Director
Workplace Safety and Support Services
Manitoba Labour
1000 - 330 St. Mary Avenue
Winnipeg
R3C 3Z5

Chairperson
Labour Board
Manitoba Labour
404 - 428 Portage
Winnipeg
R3C 0E2

MINISTER

Internal Indexes: Office Files - File Plan.

Records

4953 Minister - Office Files
Transferred to Archives after 5 years under L 0153.

MINISTERIAL RESPONSIBILITIES

4954 PENSION COMMISSION

The Pension Commission administers The Pension Benefits Act which is designed to promote the establishment, extension and improvement of pension plans in the province, and to protect the pension rights of employees under existing pension plans in the event that they change jobs prior to retirement or if a plan is to be wound up.

4955 ADVISORY COUNCIL ON WORKPLACE SAFETY AND HEALTH

The Council advises or makes recommendations to the Minister concerning general workplace safety and health issues, protection of workers, appointment of consultants and advisors, and any other matter concerning workplace safety and health on which the Minister seeks the Council's opinion. Committees are established to advise on specific matters dealing with safety and health in the workplace including Health Standards, Agricultural Safety and Health, Asbestos, Industrial, Construction Safety, Protective Clothing for Firefighters, and Taxi Driver Safety.

Records

4956 Advisory Council on Workplace Safety and Health Files
Deliberations, decisions, and reports of the Council and each of its committees: Asbestos Committee, Construction Safety Committee, Health Standards Committee, Industrial Committee, Agricultural Committee, Taxi Driver Safety Committee, Ad Hoc Committee for the Review of Protective Equipment for Fire Fighters.
Transferred to Archives 3 years after binder is completed under L/EW 0075.

4957 Advisory Council on Workplace Safety and Health - Minutes
Transferred to Archives 3 years after binder is completed under L/EW 0006.

4958 CONSTRUCTION INDUSTRY WAGES BOARDS

The Construction Industry Wages Boards include the Rural Building Construction Wages Board, the Heavy Construction Wages Board, and the Greater Winnipeg Construction Wages Board.

MANITOBA LABOUR

4958 contd Established under the The Construction Industry Wages Act, the Boards recommend to the Minister the minimum rates of wages and maximum number of regular working hours.

4959 MINIMUM WAGE BOARD

The Minimum Wage Board recommends to the Minister minimum wage rates throughout the province.

4960 LABOUR BOARD

The Labour Board is an adjudicative, investigative, and administrative tribunal with authority and expertise in labour relations matters. It is composed of equal numbers of employee and employer representatives together with as many neutral vice-chairpersons as Cabinet chooses to appoint.

The Labour Board deals with applications filed pursuant to The Labour Relations Act, The Pay Equity Act and The Workplace Safety and Health Act. As the Wages Board appointed under The Payment of Wages Act, it deals with complaints referred by the Employment Standards Division under The Payment of Wages Act, The Employment Standards Act, The Vacations with Pay Act, and The Construction Industry Wages Act.

Records

4961 Manitoba Labour Board - Chairperson's Files
Coordination and administration of the Board including meeting notes, investigations, research data, reasons for arbitration awards.
Transferred to Archives after 10 years under L 0066.

4962 Manitoba Labour Board - Office Files
Destroyed after 5 years under L 0067.

4963 Manitoba Labour Board - Minutes and Agenda
Deliberations and decisions of the Board.
Transferred to Archives after 5 years under L 0058.

4964 Case Management Records
Status and outcome of cases heard by the Board, bi-weekly and monthly reports, status sheets.
Destroyed after 4 years under L 0065.

4965 Labour Relations/Workplace Safety and Health - Case Files
Applications/appeals under The Labour Relations Act and The Workplace Safety and Health Act, and the decisions of the Board including applications and notices of hearing, correspondence with parties and legal representatives, briefs submitted, case-work sheets, certificates, decisions, reasons for decisions.
Transferred to Archives after 10 years under L 0063.

MANITOBA LABOUR

4966 Payment of Wages, Employment Standards, Vacations with Pay Acts - Case Files
Appeals of Employment Standards Branch decisions made to the Board under The Payment of Wages Act, The Employment Standards Act, and The Vacations with Pay Act including case-work sheets, notices of hearing, decisions, actions of Board.
Destroyed after 5 years under L 0064.

4967 Orders
Working copies of all orders issued by the Board.
Destroyed after 4 years under L 0059.

4968 Arbitration Awards - Reference Copies
All labour arbitration awards in Manitoba under The Labour Relations Act including prefaces, reasons for arbitrator's decisions, written awards.
Transferred to Archives after 6 years under L 0060.

4969 Collective Agreements - Reference Copies
Copies of all collective agreements between unions/associations and employers submitted under The Labour Relations Act.
Transferred to Archives 6 years under L 0061.

4970 Constitutions/By-Laws - Reference Copies
By-laws, constitutions, names of office holders of all international/national/local/provincial locals applying to, or intervening with, the Board as required by The Labour Relations Act.
Transferred to Archives after closure under L 0062.

4971 Accounting Records
Requisitions, purchase orders, invoices, and **Voucher Accounting System** - A to C.
Destroyed after 4 years under L 0068.

4972 Hearing Records, 1947-1973
Deliberations and decisions of the Board including agendas, minutes, orders, copies of certificates, and contestations.
Transfer to Archives under L 0071.

4973 **Voucher Accounting System** - R, S, T, U, V
Destroyed after 4 years with the exception of the year-end reports which are destroyed after 6 years under L 0069.

4974 **Employee Files**
Transferred to Human Resources after closure and unnecessary records destroyed under L 0070.

4975 BUILDING STANDARDS BOARD

The Building Standards Board advises the Minister on matters pertaining to building standards and regulations.

MANITOBA LABOUR

Records

4976 **Building Standards Board Files**
Committee minutes and research files concerning issues such as building upgrading, radon, barrier free access, automatic sprinkler systems and related issues.
Destroyed after 20 years, subject to archival selection, under L 0130.

## 4977 APPRENTICESHIP AND TRADES QUALIFICATIONS BOARD

The Apprenticeship and Trades Qualifications Board regulates and promotes effective apprenticeship programs throughout the province.

Records

4978 **Apprenticeship and Trades Qualifications Board - Minutes**
Transferred to Archives after 20 years under L 0136.

4979 **Trades Qualification Files**
Application and certification of tradespersons including evidence of 'hands-on' experience in the trade (reference letters, statutory declarations) and correspondence concerning course approvals, examination calls, results and certifications.
Destroyed after 4 years under L 0094.

4980 **Trades Persons - Card Index**
Background and status of candidates in the apprenticeship and trades qualifications programs, and of barber and hairdresser candidates.
Transferred to Archives when format changed or 50 years after card opened under L 0121A.

4981 **Barbers and Hairdressers Files**
Examination of applicants for barbers and hairdressers licences including applications, examination calls, examination answer sheets (theoretical and practical) and related correspondence.
Destroyed after 2 years under L 0097.

4982 **Examination Books**
Examination questions for hairdressing, barbering, beauty treatment and manicuring.
Destroyed after 8 years under L 0096A.

4983 **Hairdresser and Barber Licencing - Computer System**
Issuance of, and payment for, hairdressers' and barbers' licences.
Continuously updated (master electronic file); destroyed variably (input and output) under L 0098.

## MANITOBA LABOUR

### 4984 APPRENTICESHIP AND TRADES QUALIFICATIONS BOARD
Trade Advisory Committees

Manitoba's 28 Trade Advisory Committees advise on regulations relating to the length of the apprenticeship periods, apprentice wage rates, and matters relating to the training of an apprentice as: boilermaker, bricklayer, carpenter, construction electrician, crane operator, drywall mechanic glazier, heavy industrial mechanic, industrial welder, lather machinist, miner, motor vehicle body repairer (paint), motor vehicle body repairer (metal), motor vehicle mechanic, painter and decorator, plasterer, plumber, power electrician, refrigeration and air conditioning mechanic, sheet metal worker, sprinkler-fitter, steamfitter, and steel fabricator.

Records

4985 Trade Advisory Committees - Minutes
Deliberations and decisions concerning apprenticeship training as: aircraft mechanic, boilermaker, bricklayer, building construction, carpenter, construction electrician, cook, glazier, heavy duty equipment mechanic, industrial mechanic, industrial pipefitter, industrial welder, lather and drywall mechanic, machinist, tool and die maker, mould and pattern maker, motor vehicle mechanic, painter and decorator, plumber, power electrician, refrigeration and air conditioning mechanic, roofer, sheet metal maker, sprinkler and fire protection installer, steamfitter, steel fabricator.
Transferred to Archives after 20 years under L 0135.

### 4986 POWER ENGINEERS ADVISORY BOARD

Power Engineers Advisory Board advises the Minister on matters pertaining to The Power Engineers Act.

Records

4987 Power Engineers Advisory Board- Minutes
Minutes and supporting documentation concerning training and the use, classification and inspection of boilers, steam plants, and refrigeration units.
Transferred to Archives after 20 years under L 0162.

### 4988 ELEVATOR BOARD

The Elevator Board advises on safety requirements of elevators in the province and proposed changes to the National Elevators Code.

Records

4989 Elevator Board - Minutes
Minutes and supporting documentation concerning the safe operation of elevators including construction, maintenance, inspection, and permit issuance.
Transferred to Archives after 20 years under L 0163.

4990 Elevator Inspection - Computer System
Inspection of elevators under The Elevator Act including owner's name, address, location, permit number, type of elevator, and capacity.
Continuously updated (master electronic file); destroyed variably (input and output) under L 0167.

## 4991 FIRE ADVISORY COMMITTEE

The Fire Advisory Committee advises the Minister about problems relating to fire services in the province.

Records

4992 Fire Advisory Committee Records
Committee minutes and research files concerning technology of portable fire extinguishers, extinguishing systems, fire alarm systems, automatic sprinkler systems and related issues.
Destroyed after 20 years, subject to archival selection, under L 0129.

## DEPUTY MINISTER

Internal Indexes: Office Files - File Plan.

Records

4993 Deputy Minister - Office Files
Transferred to Archives after 5 years under L 0005A.

4994 Special Advisor's Files
Analysis of labour-related issues and advice to the Deputy Minister.
Transferred to Archives after 5 years under L 0151.

4995 Labour Law Review Files, 1983-1985
Labour Law Review (1983-1985) activities including an examination of collective labour law, and an incomplete study of employment law.
Transferred to Archives after 5 years under L 0043.

Send Applications to Access Guide 4951

MANITOBA LABOUR

4996 **MANAGEMENT SERVICES**

Management Services provides support services and centralized coordination of financial, administrative and personnel management for the Department. The division conducts internal audits, undertakes policy and operations research, evaluates programs, coordinates legislative development, assists with the development of public education resources and supports external advisory committees and boards.

Records

4997 Director - Office Files
Destroyed after 5 years under L 0041.

4998 Communications - Coordinator's Files
Program files regarding each division in the Department. Includes speeches for the departmental executive, communications strategy, publications drafts, and budget papers.
Destroyed after 5 years under L 0049.

4999 Communications - Key Copies
Destroyed after 2 years under L 0050.

5000 **MANAGEMENT SERVICES**
Human Resources

Human Resources provides consulting and advisory services to the Department in the areas of staffing, classification, staff relations, training, career counselling, affirmative action, and pay and benefits matters. It also provides an enquiry service to the public on personnel matters.

Records

5001 Human Resources - Office Files
Destroyed after 2 years under L 0083.

5002 Personnel Reports
Personnel management working papers and reports.
Destroyed after years under L 0088.

5003 Competition Files
Destroyed after 6 years under L 0080.

5004 Applicant Inventory
Unsolicited applications for employment.
Destroyed after current year under L 0082.

5005 Employee Files
Destroyed 60 years after termination of employee under L 0081.

## MANITOBA LABOUR

5006 Attendance and Overtime Records
Destroyed after 10 years under L 0084.

5007 MMIS Input and Output
Destroyed after 7 years under L 0087.

5008 Payroll System - Payroll Register
Destroyed after 7 years under L 0019.

5009 Payroll System - Reports
Destroyed from a minimum of 1 year to a maximum of 7 years under L 0088.

5010 Payroll Input for Computerized Accounting
Destroyed after 2 years under L 0025.

5011 MANAGEMENT SERVICES
Financial Services

Financial Services provides general financial and administrative services to the Department. It is responsible for financial and accounting services for expenditures and revenues; budget preparation and coordination; and financial reporting and control. It also provides services to central agencies and the general public.

Records

5012 Manager - Budget and Estimate Files
Destroyed after 5 years under L 0042.

5013 Departmental Receipts Distribution Form
Destroyed after 7 years under L 0027.

5014 Receipts - Official
Destroyed after 7 years under L 0038.

5015 Receipts - Temporary
Destroyed after 7 years under L 0039.

5016 Cash Register Tapes and Summaries
Monies received by the department for issuance of permits and licences, and for services such as inspections.
Destroyed after 7 years under L 0156.

5017 Invoices (Mechanical and Engineering Inspections)
Amounts owing and paid for the inspection of boilers, pressure vessels, refrigeration units and elevators
Destroyed after 7 years under L 0055.

5018 Administrative Officer - Office Files
Destroyed after 5 years under L 0037.

5019 **Voucher Accounting System - A**
Destroyed after 4 years under L 0004.

5020 **Voucher Accounting System - A, B**
Destroyed after 4 years under L 0016.

5021 **Voucher Accounting System - J**
Destroyed after current year under L 0022.

5022 **Voucher Accounting System - J**
Destroyed after 4 years under L 0030.

5023 **Voucher Accounting System - M**
Destroyed after 1 year under L 0023.

5024 **Voucher Accounting System - N**
Destroyed after 1 year under L 0024.

5025 **Voucher Accounting System - R**
Destroyed after 1 year with the exception of the year-end report which is destroyed after 4 years under L 0028.

5026 **Voucher Accounting System - S**
Destroyed after 1 year under L 0020.

5027 **Voucher Accounting System - U**
Destroyed after 5 years under L 0029.

5028 **Accountable Advances - Requests and Balances**
Destroyed after 4 years under L 0026.

5029 MANAGEMENT SERVICES
Planning and Research

Planning and Research supports planning activities, evaluates programs, and conducts research for the Department. It provides support to external committees and boards, and disseminates labour relations data to labour and management.

Records

5030 Planning and Research - Office Files
Destroyed after 5 years under L 0107.

5031 Policy Analysis Files
Development of departmental policy and labour legislation. Subjects include technological change, mandatory retirement, shorter work week, industrial democracy and worker participation, strike breaking, final offer selection, pay equity, plant closures, and job creation. Transferred to Archives after 10 years under L 0110.

5032 Departmental Planning Files
Departmental planning including Strategic Program Overviews, Cabinet submissions, and records of planning seminars.
Destroyed after 5 years under L 0113.

5033 Information Development Files
Statistics and aggregate data concerning labour relations, the labour market, and the economy.
Destroyed after 5 years under L 0109.

5034 Surveys (Originals)
Returns of surveys undertaken at the request of departmental senior staff.
Destroyed after current year under L 0111.

5035 Surveys and Program Evaluations
Analyses undertaken by staff of programs and survey results.
Destroyed after 10 years under L 0112.

5036 Organizations, Committees, and Conference Files
Information generated by, or concerning, labour programs throughout Canada, and deliberations of various labour-related committees.
Destroyed after 5 years, subject to archival selection, years under L 0105.

5037 Departmental Information Systems Files
Development and implementation of departmental information systems. Includes system development, equipment acquisitions, systems plans, organizational reviews, systems policies and procedures.
Destroyed after 5 years under L 0108.

5038 Wage and Salary Survey, to 1975
Wage and Salary Survey was a joint project undertaken by the federal and provincial labour departments. Survey results are recorded on magnetic tapes, and include wages and working conditions in Manitoba industry.
Transfer to Archives under L 0014.

5039 Day Copies
Destroyed after 3 years under L 0114.

5040 Employee Files
Transferred to Human Resources after closure and unnecessary records destroyed under L 0106.

5041 MANAGEMENT SERVICES
Legislation and Policy Coordination

Legislation and Policy Coordination coordinates the development of legislation and regulation for the Department and provides support to advisory boards and councils.

MANITOBA LABOUR

## 5042 PAY EQUITY BUREAU

Pay Equity Bureau is responsible under The Pay Equity Act for promoting the principle and practice of pay equity to employers, employees, bargaining agents and the general public. Pay equity means equal pay for work of equal value, and is based on the principle that wages should reflect the value of the job, regardless of the gender of the worker.

The division provides technical assistance and information to employees, unions, and other employee representatives, and employers, particularly with regard to job evaluation and the technical interpretation of data. Upon request it will provide conciliation and mediation of matters related to implementation of salary data. Pay Equity provides educational material and services to the public, as well as to organizations involved in the implementation of job evaluation and analysis.

Records

5043 Pay Equity Bureau - Office Files
Destroyed after 4 years under L 0101.

5044 Pay Equity Implementation Files
Implementation of The Pay Equity Act including minutes of the Pay Equity Sub-Committee, progress reports and communications with Crown corporations, 23 hospitals, and 4 universities required to implement pay equity.
Transferred to Archives after 10 years under L 0102.

5045 Voucher Accounting System - R, T, U
Destroyed after 2 years with the exception of year-end copies of Voucher Accounting System R and T which are destroyed after 6 years under L 0103.

5046 Employee Files
Transferred to Human Resources after closure and unnecessary records destroyed under L 0100.

## 5047 LABOUR SERVICES

Labour Services includes Mechanical and Engineering, Conciliation, Apprenticeship and Training, Office of the Fire Commissioner and the Superintendent of Pensions.

Records

5048 Assistant Deputy Minister - Office Files
Destroyed after 5 years, subject to archival selection of policy and operational files, under L 0045.

5049 Special Investigator's Files, 1972-1984
Transfer to Archives under L 0048.

MANITOBA LABOUR

5050 LABOUR SERVICES
Mechanical and Engineering

Mechanical and Engineering promotes safety awareness and encourages safe practices relating to the use of mechanical and electrical equipment. It is responsible for ensuring that people are not exposed to hazards resulting from the installation and maintenance of mechanical or electrical equipment. It also ensures that national safety standards are met, and oversees the examining, licensing and certifying of trades-people in related occupations.

Mechanical and Engineering is responsible for the the inspection of: boilers, pressure vessels and refrigeration systems as required under The Steam and Pressure Plants Act; elevators as required under The Elevator Act; natural gas, propane and oil installations as required under The Gas and Oil Burner Act; amusement rides; electrical equipment and gas/oil equipment without Canadian Standards Association or Canadian Gas Association labels. It also conducts examinations and issues licenses to qualified gas fitters, oil installers, electricians, power engineers, pressure welders and examines plans and reviews designs of certain facilities and equipment.

Records

5051 Mechanical and Engineering - Office Files
Destroyed after 6 years with the exception of contracts which are destroyed 6 years after termination under L 0159 and L 0160.

5052 General Files
Correspondence with heating companies, manufacturers, and professional associations regarding procedures and standards; subject files concerning issues such as, anhydrous ammonia, chimneys, and the transportation of dangerous goods.
Destroyed after 10 years under L 0157.

5053 Standards Files
Branch participation in the development and adoption of standards for mechanical, electrical, and oil and gas equipment. Includes bulletins, ballots, and minutes of the Canadian Standards Association, Canadian Gas Association, American Society of Mechanical Engineering, and the National Board of Boiler and Pressure Vessel Inspections.
Destroyed when new code book is published under L 0148.

5054 Manufacturers Data Reports
Information supplied by manufacturers concerning boilers, pressure vessels, and refrigeration units which have been installed in Manitoba. Data includes serial and registration numbers, technical information, owners, and locations.
Destroyed once equipment discontinued under L 0147.

MANITOBA LABOUR

5055 Trade Licenses - Case Files
Licensing or certification of persons as electricians, power engineers, gas and oil fitters, welders, and projectionists. Application form indicates licence number, and examination mark.
Destroyed following microfilming of selected documents or destroyed after death of licence or certificate holder (originals); destroyed after 60 years (microfilm) under L 0149.

5056 Trade Licenses
Record of issuing and payment of trade licenses.
Destroyed when superceded, except audit listing of tradespeople which is destroyed after 5 years under L 0138.

5057 Boiler and Pressure Vessels - Design Registrations
Registration of, and approval for, boiler and pressure vessel designs as required by The Steam and Pressure Plants Act. Includes registration requests, drawings and approvals.
Destroyed following microfilming (originals); transferred to Archives (security microfilm); destroyed when function terminated (working copy microfilm) under L 0142.

5058 Valves, Fittings and Welding Procedures
Registration of, and approval for, valves, fittings, and welding procedures as required by The Steam and Pressure Plants Act. Includes registration requests, approvals, valves and fittings catalogues, and welding procedures specifications.
Destroyed when function terminated under L 0143.

5059 Gas and Oil Permits
Applications for permits to install gas and oil-fired equipment in commercial and domestic buildings as required by The Gas and Oil Burner Act.
Destroyed after microfilming (original); destroyed after 3 years (copies); destroyed after 75 years (security microfilm) under L 0146.

5060 Inspection Reports - Amusement Rides
Inspections of amusement rides in accordance with The Amusement Act. Includes inspection and related repair or accident reports.
Destroyed after 10 years (office copy); destroyed after 5 years (inspector's copy) under L 0145.

5061 Inspection Records
Inspection and certification of tankers used to transport anhydrous ammonia and propane. Includes report completed by resting firm, paid invoice, branch approval of inspection.
Destroyed after 20 years under L 0150.

5062 Inspection - Computer System - Boiler, Pressure Vessels and Refrigeration Units
Records of inspections and payments for inspection certificates.
Destroyed when superceded, except district listing and non-billable federal list which are destroyed after 5 years under L 0139.

MANITOBA LABOUR

5063 Inspection - Location Files
Records of inspection of boilers, pressure vessels, refrigeration units and elevators in commercial/industrial establishments including inspection reports, gas and oil permits, elevator plans and specifications, invoices and correspondences regarding overdue accounts.
First inspection report and elevator plans and specifications destroyed when unit is scrapped or moved to another province; remainder of file destroyed after 10 years; Brandon and Thompson offices inspection reports destroyed after 5 years under L 0140.

5064 Applications for Special Acceptance of Unapproved Equipment
Applications for approval of the use of electrical, gas, and oil-fired equipment not approved by the Canadian Standards Association, Canadian Gas Association or the Underwriters Laboratories of Canada Limited.
Destroyed after microfilming (originals); destroyed after 2 years (copies); destroyed after 75 years (security microfilm) under L 0144.

5065 Accident Investigations and Prosecutions Files
Investigations of accidents involving gas and oil equipment, boilers, pressure vessels, refrigeration units, elevators and amusement rides, and prosecutions of individuals suspected of improperly installing or repairing the equipment. Includes reports, and documentary evidence such as inspection reports.
Destroyed after 10 years under L 0141.

5066 Employee Files
Transferred to Human Resources after closure and unnecessary records destroyed under L 0158.

5067 LABOUR SERVICES
Mechanical and Engineering
Trade Examination Boards

The branch's Trade Examination Boards examine and licence applicants to practice as electricians, gas and oil burner installers or repair persons, and motion picture projectionists.

Records

5068 Trade Examination Boards - Minutes
Minutes of the Electricians Licensing Board, the Gas Examining Board, and the Projectionists Board. Boards consider trade qualifications and review individual applications to practice.
Destroyed after 20 years under L 0161.

5069 Examination Answer Booklets
Examination of candidates under The Electricians Licence Act, The Gas and Oil Burner Act, The Power Engineers Act, and The Amusements Act.
Destroyed immediately (passes); destroyed after 2 years (failures) under L 0137.

MANITOBA LABOUR

5070 LABOUR SERVICES
Mechanical and Engineering
Gas Advisory Board

The Gas Advisory Board makes recommendations based on the National Gas Code regarding the installation of natural gas equipment.

5071 LABOUR SERVICES
Mechanical and Engineering
Propane Gas Advisory Board

The Propane Gas Advisory Board makes recommendations concerning the installation of propane gas equipment.

5072 LABOUR SERVICES
Conciliation and Mediation Services

Conciliation and Mediation Services promotes harmonious labour-management relations in Manitoba. The process of conciliation is used to settle contract disputes and involves the consulting services of an impartial third party.

The branch responds to applications for conciliation and mediation services assistance upon request from labour and/or management when there is an impasse in direct negotiations; averts work stoppages through third party assistance; assists in resolving work stoppage situations which have developed; assists as grievance mediators following grievance breakdown and prior to arbitration proceedings. It assists in resolving teacher/school board disputes upon request from the Minister of Education, and attempts to increase public awareness of the function of conciliation and mediation services through education programs.

Under The Labour Relations Act assistance may be requested by either or both parties.

Records

5073 Executive Director - Office Files
Destroyed after 4 years under L 0072.

5074 Collective Agreements
Collective agreements negotiated between labour and management including those negotiated under The Labour Relations Act, and The Public Schools Act.
Destroyed 10 years after agreement terminates, subject to archival selection, under L 0001A.

## MANITOBA LABOUR

5075 Conciliation Officers Files - Industrial
Industrial sector conciliation including reports to the Minister, and data related to collective bargaining assignments.
Transferred to Archives after 10 years under L 0002.

5076 Conciliation Officers Files - Education
Appointments of conciliation officers in the field of education including reports to the Minister and data related to collective bargaining assignments.
Transferred to Archives after 7 years under L 0003.

5077 Conciliation Officers - Working Papers and Notes
Observations, comments, and reflections made by officers during the course of their conciliation assignments.
Destroyed after 1 year under L 0015.

5078 Grievance Mediation Case Files
Processing and outcome of grievance mediation cases referred by the Labour Board and the Minister. Includes names of parties, the mediator's time frame, terms-of-settlement form, mediation costs, and may include correspondence between parties.
Destroyed after 4 years under L 0077.

5079 Grievance Mediation Log Book
Summaries of the processing of grievance mediation cases (joint mediation wherein applications are filed jointly by both parties to a collective agreement) and expedited arbitration. Includes file number, date received, names of company, union, grievor, mediator, disposition, and mediation costs.
Transferred to Archives 5 years after binder is complete under L 0073.

5080 Arbitration Awards - Reference Copies
Arbitration awards made in cases where a grievance mediator appointed by the Minister of Labour was unable to obtain a settlement before the arbitration hearing.
Destroyed after 6 years under L 0074.

5081 Conciliation Services - Day Copies
Destroyed after 2 years under L 0075.

### 5082 LABOUR SERVICES
Apprenticeship and Training

Apprenticeship and Training administers the apprenticeship and trades qualification program and promotes the apprenticeship program. The branch prepares, maintains, and updates training profiles and training standards for designated trades; monitors and counsels apprentices during their apprenticeship training both on-the-job and in-school; prepares and updates curriculum as requested by trade advisory committees; prepares and validates examinations for provincial and interprovincial use; promotes apprenticeship training to employers, 5082 contd under-represented groups, students and others; conducts, administers and records examination results at the completion of training or eligibility under The Apprenticeship and Trades Qualifications Act.

Records

5083 Apprenticeship and Training - Office Files
Destroyed after 4 years under L 0120.

5084 **Employee Files**
Upon termination of employee, required documents are placed on departmental personnel file and unnecessary records are destroyed under L 0119.

5085 Apprenticeship Files
Registration and progress of apprentices including applications, apprenticeship agreements between employers and apprentices, examination marks, progress reports from employers, and supervisors' comments.
Destroyed 2 years after completion or termination of apprenticeship under L 0093.

5086 **Commitment Accounting** Records
**Requisitions, invoices, Voucher Accounting System** reports, **cash flow and Payroll System** reports.
Destroyed after 4 years under L 0122.

5087 LABOUR SERVICES
Office of the Fire Commissioner

The Office of the Fire Commissioner establishes basic levels of safety for buildings, consumer products and machines which use energy and hazardous materials. It administers The Fire Prevention Act and The Building and Mobile Homes Act.

The Office advises and trains fire service personnel and others in fire prevention and protection practices particularly with regard to the handling of dangerous goods and in emergency services management and rescue. It conducts fire prevention inspections and investigations to determine the cause, origin and circumstances of fires in the province and develops and implements provincial fire, building and plumbing codes. The Office also operates the Brandon Fire College which provides certification level fire instructor/safety training to the general public, private industry, and emergency service personnel.

Records

5088 Fire Commissioner - Office Files
Destroyed after 4 and 5 years, subject to archival selection, under L 0078 and L 0127.

5089 Office of the Fire Commissioner - All Offices - Office Files
Destroyed after 2 years under L 0091.

MANITOBA LABOUR

5090 Associations of Canadian Fire Marshalls and Fire Chiefs - Files
Activities of the Association of Canadian Fire Marshalls and the Association of Fire Chiefs including agendas, minutes, and communications among members.
Destroyed after 2 years with the exception of agendas and proceedings which are transferred to Archives after 2 years under L 0090.

NUMBERS 5091 AND 5092 NOT USED

5093 Fire Investigation Files
Investigation of fatal and suspicious fires as requested by fire departments, insurance adjustors, police, and government. Includes investigation reports, photographs, police reports, statements, and Chief Medical Examiner's reports.
Transferred to Archives after 10 years under L 0009A.

5094 Fire Reports
Fires attended by a fire department and/or police including location, occupancy/ownership, resulting injuries or deaths, construction and fire detection/protection devices, property type, value and extent of damage, circumstances of fire.
Transferred to Archives after 20 years under L 0008.

5095 Fire Reports - Computer System
Compilation and analysis of information concerning fires in Manitoba. Includes: fire incident sheet (suspect, cause, method, offence, charge and conclusion); fire inventory by address (building type, loss, cause); summaries of casualties, property classifications, areas, acts/omissions, heat sources, materials first ignited; fires by municipality; listing by owners/occupants; annual total losses; and casualty report (action and condition at time of fire, age).
Continuously updated (master electronic file); destroyed variably (input and output) under L 0010A.

5096 Fire Inspection Reporting - Computer System
Compilation and analysis of information concerning building inspections. Includes building use, name of owner, address, conditions checklist, and inspection statistics.
Continuously updated (master electronic file); destroyed variably (input and output) under L 0115.

5097 Inspection Files
Inspection of public buildings, and the identification and correction of fire hazards. Public buildings include institutions and structures such as arenas, housing for the elderly, and theatres.
Destroyed after 10 years, subject to archival selection, under L 0128.

5098 Spray Booth Permit Log
Approval certificates issued to operators of spray paint booths.
Destroyed once superseded under L 0131.

5099 Staff Activity Reports
Destroyed after 3 years under L 0132.

5100 **Fire College and Field Services - Office Files**
Destroyed after 4 years under L 0079.

5101 **Field Service Records**
Fire protection service throughout Manitoba and training needs. Includes equipment and water surveys, recommendations for improvements, training information, and procedures.
Destroyed after 10 years under L 0126.

5102 **Brandon Fire College - Student Records - Computer System**
Registration, attendance and marks of Fire College students.
Continuously updated (electronic file); destroyed once superseded or course completed or after 1 year (input); destroyed once superseded (output) under L 0092.

5103 **Employee Files**
Transferred to Human Resources and unnecessary records destroyed under L 0089.

5104 LABOUR SERVICES
Superintendent of Pensions

The Pension Commission promotes the establishment and improvement of pension plans in the Province, and assists both employees and employers in understanding these plans. Under The Pension Benefit Act the Commission monitors pension plans, registers new pension plans in Manitoba, provides information and assistance regarding pension and the statutory requirements to plan members, employers, consultants, and the general public.

Internal Indexes: Plan Registrations - Index.

Records

5105 **Superintendent of Pensions - Office Files**
Destroyed after 10 years under L 0032A.

5106 **Pension Plan Files**
Registration and monitoring of pension plans in Manitoba under The Pension Benefits Act including applications for registrations, pension plan policies, pension plan amendments, annual information returns, actuarial valuations/cost certificates, financial statements, correspondence, distribution statements (terminated files only). An actuarial valuation is an examination of a pension plan by an actuary to assess the solvency of the plan and to determine the level of contributions required to maintain its solvency.
Destroyed after 20 years after pension plan is terminated under L 0031A.

NUMBER 5107 NOT USED

5108 WORKPLACE SAFETY AND SUPPORT SERVICES

Workplaces Safety and Support Services includes the Chief Occupational Medical Officer, Field Inspection and Education Services, Mines Inspections, Employment Standards, Worker Advisor Office, and the Labour Adjustment Unit.

5109 WORKPLACE SAFETY AND SUPPORT SERVICES
Occupational Health Unit

The Occupational Health Unit is headed by the Chief Occupational Medical Officer and includes an epidemiology component and support personnel. It provides consultation services respecting occupational health problems and issues, and monitors health surveillance programs. It also recommends preventative or interventive action concerning workers' health and participates in the development and implementation of workplace health programs. The unit also appraises and advises on new developments and issues in occupational health.

Records

5110 **Occupational Health Unit - Office Files**
Occupational medicine administration includes information about workers exposed to silica and other dusts; correspondence between the Chief Medical Officer and workplaces, physicians, and other medical professionals regarding occupational health and workplace conditions. Destroyed after 75 years under L/EW 0065.

5111 WORKPLACE SAFETY AND SUPPORT SERVICES
Field Inspection and Education Services

Field Inspection and Education Services administers **The Workplace Safety and Health Act** towards the elimination of workplace fatalities, injuries and health hazards. It inspects workplaces and issues **Improvement and Stop Work Orders**, conducts education programs on workplace safety and health throughout Manitoba, and assists in the training of labour and management in workplace safety and health matters.

Records

5112 **Director - Office Files**
Destroyed after 10 years, with the exception of employee records which are transferred to Financial and Administrative Services under L/EW 0066.

5113 **Inspectorate - Office Files**
Destroyed after 5 years under L/EW 0067.

## MANITOBA LABOUR

5114 **Inspectorate - Program Files**
Issuance of registrations, licenses and certificates to workers and employers. Includes certificates and renewals issued to workers undertaking blasting and registrations to workplaces undertaking excavation.
Destroyed after 10 years under L/EW 0068.

5115 **Firm Files**
Workplace inspections, surveys, and results. Includes compliance reports of workplace institutions; industrial hygiene surveys; special investigations; reports concerning circumstances of workplace accidents, fatalities and work refusals; copies of Improvement and Stop Work Orders issued; complaints and investigations regarding workplace conditions.
Transferred to Archives after 30 years with the exception of Improvement and Stop Work Orders, and complaints received which are destroyed after 30 years under L/EW 0001A.

5116 **Workplace Safety - Safety Committee - Computer System**
Registration and monitoring of Safety Committee meetings held throughout Manitoba. Includes name of firm, address, Workers Compensation number, group code, number of employees, management and worker co-chairpersons, last meeting date, number of meetings held year-to-date.
Continuously updated (master electronic file), destroyed variably under L/EW 0091.

5117 **Workplace Safety - Excavations Contracts**
Registry of excavation contract numbers issued including registration number, name of firm, address, telephone number, and an indication if trench cages are used.
Continuously updated (master electronic file), destroyed variably under L/EW 0092.

5118 **Workplace Safety - Blaster Certificates - Computer System**
Registration and monitoring of blaster certificates issued for the use of explosives including name of certificate holder, employer, type of blasting experience, certificate number, date issued, expiry date, renewal information and type of certificate.
Continuously updated (master electronic file), destroyed variably under L/EW 0090.

5119 **Prosecution and Statutory Appeal Files**
Litigation (prosecutions and statutory appeals) either initiated by or involving the Division. Where prosecutions are requested, the records include workplace incident reports, correspondence between the Division and Crown counsel, correspondence between the Division and workplaces. In instances of appeals to the Manitoba Labour Board, the records include notices of hearings, Board orders, correspondence between Crown counsel and the Board, and correspondence between Crown counsel and the Director.
Transferred to Archives after 6 years under L/EW 0064.

5120 **Industrial Hygiene - Office Files**
Destroyed after 5 years under L/EW 0071.

MANITOBA LABOUR

5121 Industrial Hygiene - Program Files
Regulation and monitoring of industrial hygiene including implementation of the Hearing Conservation and Noise Control Program, Equipment Loan Program, Asbestos Control Program, Lead Program.
Destroyed after 10 years under L/EW 0072.

5122 Educational Services - Office Files
Destroyed after 5 years under L/EW 0073.

5123 Educational Services Program Files
Development and use of workplace safety educational programs. Includes workplace safety and health committee training programs; course evaluations and timetables; course development information regarding specific sectors, such as agriculture, health care facilities, educational institutions; and the preparation of newsletter _Worksafe_.
Destroyed after 5 years under L/EW 0074.

5124 _WORKPLACE SAFETY AND SUPPORT SERVICES_
Mines Inspection

The Mines Inspection Branch enforces regulations under _The Workplace Safety and Health Act_ which govern the operation of mines. The branch inspects all mining operations in Manitoba including routine inspections of metal mines and surface plants, pits and quarries, peat operations, diamond drilling sites and abandoned mines and orders the correction of items not in compliance with regulations. Mines Inspections also conducts environmental surveys of mining operations and assesses the equipment, procedures and techniques used by mining companies in their surveys; investigates accidents, unusual occurrences, complaints; provides advice training and technical support to safety and health committees; licenses hoist operators and explosives magazines; conducts engineering assessments of new mine operations and equipment to be used; and assists in the review and development of policies and legislation

_Records_

5125 Mines Inspection - Office Files
Destroyed after 5 years under L/EW 0069.

5126 Mines Inspection - Program Files
Monitoring of the mining operations including notices and records submitted by pits and quarries. Information concerning blasting and the use of explosives, mine shafts, conveyances and hoisting equipments, inactive mines and mine closures, workplace safety and health committees, mine rescue examinations and competitions.
Destroyed after 10 years under L/EW 0070.

5127 WORKPLACE SAFETY AND SUPPORT SERVICES
Employment Standards

The Employment Standards Branch is responsible for improving the standards relating to the terms and conditions of employment in Manitoba. It investigates complaints to ensure that the minimum benefits and working conditions provided by labour standards legislation are provided; conducts routine inspections of workplaces to ensure compliance with legislation; recovers wages found owing to employees either through the findings of employment standards officers or by orders of the Manitoba Labour Board; provides an educational program to help the public achieve better understanding of labour standards legislation; and administers the Payment of Wages Fund which protects the wages of employees up to a maximum of $1,200 in any calendar year.

Records

5128 Director - Office Files
Destroyed after 5 years, subject to archival selection, under L 0116.

5129 Complaint Files
Complaints filed by employees and employers under The Employment Standards Act, The Payment of Wages Act, The Vacations with Pay Act, Construction Industry Wages Act, The Employment Services Act. Includes complaint, officer's investigative report, correspondence within the Department or with the complainant or company against whom the complaint was filed, directives, and may include copies of court documents.
Transferred to Archives 5 years after closure under L 0007.

5130 Employment Wages Trust Account Cheque Stubs and Cancelled Cheques
Cheques issued out of the Employment Wages Trust Account administered by Employment Standards Branch.
Destroyed after 7 years under L 0040.

5131 Child Employment Permits
Work permits issued to children employed while under the age of 16 including applications, copies of permits, and related correspondence.
Destroyed after 7 years under L 0051.

5132 Employment Agency Licenses
Licences issued to employment agencies in Manitoba under The Employment Services Act.
Destroyed after 7 years under L 0052.

5133 Remembrance Day Permits
Applications and copies of permits authorizing businesses to open on Remembrance Day.
Destroyed after 7 years under L 0053.

5134 Annual Report Worksheets and Data Sheets
Departmental statistics for annual report.
Destroyed after 1 year under L 0054.

5135 **Employee Files**
Transferred to Human Resources after closure and unnecessary records destroyed under L 0117.

5136 WORKPLACE SAFETY AND SUPPORT SERVICES
Worker Advisor Office

The Worker Advisor Office assists workers whose claims have been rejected by the Workers Compensation Board. The Office informs unions, individuals and professionals of the rights and requirements under The Workers Compensation Act. It researches and investigates workers' claims rejected by the Board and conducts information sessions concerning The Workers Compensation Act for labour and other organizations .

Records

5137 Worker Advisor Office - Office Files
Destroyed after 5 years under L/EW 0019A and L/EW 0020.

5138 Worker Advisor Office - Claimant Computer System
All claims and appeals regarding Workers Compensation and statistical reports.
Continuously updated (master electronic file), destroyed variably under L/EW 0077.

5139 Worker Advisor Office - Claimant Files
Accident reports, claim forms, medical reports and working notes.
Destroyed 5 years after file closure under L/EW 0018.

5140 WORKPLACE SAFETY AND SUPPORT SERVICES
Labour Adjustment Unit

The Labour Adjustment Unit, through a variety of services such as job referrals and retraining, strives to accelerate the transition of dislocated workers to re-employment. The unit's Labour Adjustment Program assists employers and employees to establish joint labour adjustment committees which help workers to become re-employed. It also manages the Canada - Manitoba Program for Older Worker Adjustmentand the Manitoba Community Assets Program.

Records

5141 Labour Adjustment Unit - Office Files
Destroyed after 6 years under L 0172.

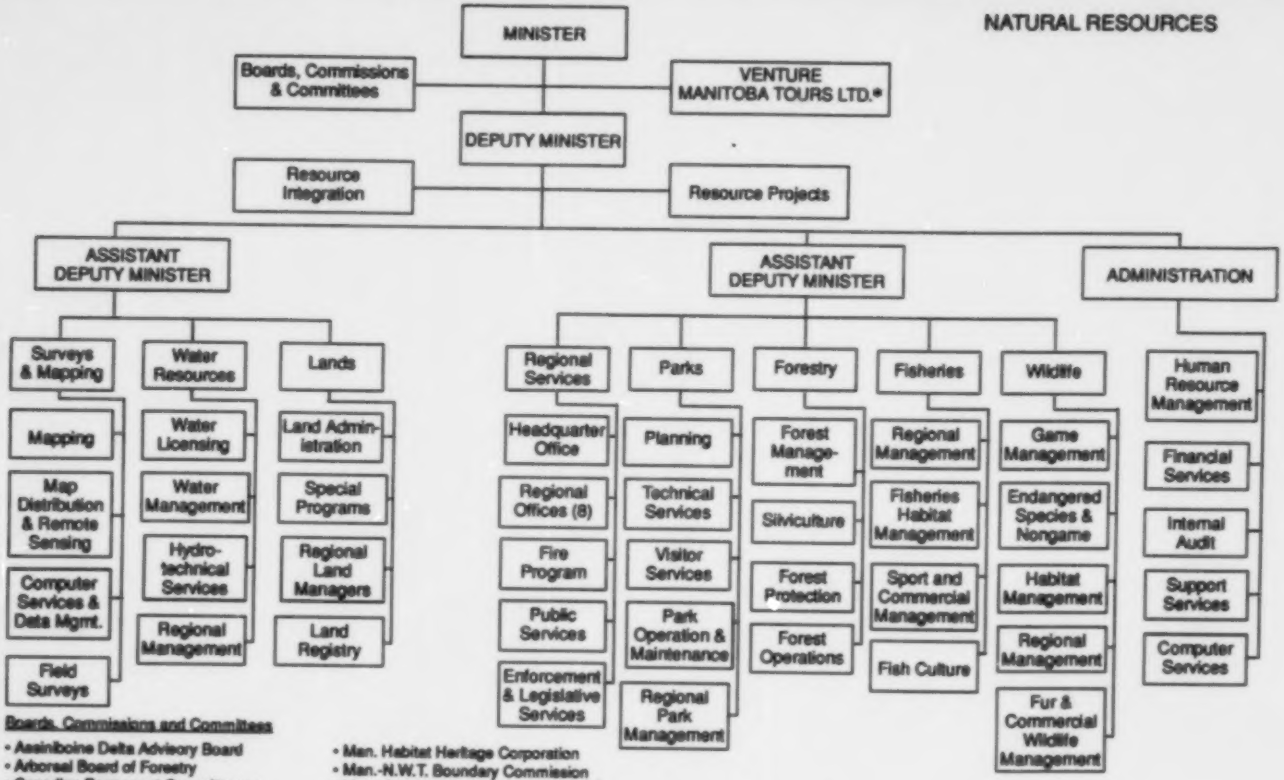
5142 Labour Adjustment Program Files
Administration files and client files.
Administration files destroyed after 5 years; client files destroyed after 7 years under L 0171.

MANITOBA LABOUR

5143 **Program for Older Workers Adjustment (POWA) Files**
Program administration and case files.
Program administration files destroyed after 5 years; case files destroyed after 10 years under L 0173.

5144 **Manitoba Community Assets Program Files**
Program files of approved projects including applicaiton forms, project assessments and financial/activity reports.
Destroyed 7 years after project completed under L/ES 0050.

## NATURAL RESOURCES


MINISTER
Boards, Commissions & Committees
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Resource Projects
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Surveys & Mapping
Mapping
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Field Surveys
Water Resources
Water Licensing
Water Management
Hydro-technical Services
Regional Management
Lands
Land Administration
Special Programs
Regional Land Managers
Land Registry
ASSISTANT DEPUTY MINISTER
Regional Services
Headquarter Office
Regional Offices (8)
Fire Program
Public Services
Enforcement & Legislative Services
Parks
Planning
Technical Services
Visitor Services
Park Operation & Maintenance
Regional Park Management
Forestry
Forest Management
Silviculture
Forest Protection
Forest Operations
Fisheries
Regional Management
Fisheries Habitat Management
Sport and Commercial Management
Fish Culture
Wildlife
Game Management
Endangered Species & Nongame
Habitat Management
Regional Management
Fur & Commercial Wildlife Management
ADMINISTRATION
Human Resource Management
Financial Services
Internal Audit
Support Services
Computer Services

Boards, Commissions and Commitees

- Assiniboine Delta Advisory Board
- Arboreal Board of Forestry
- Canadian Permanent Committee on Geographic Names
- Flood Forecasting Committee
- Greater Winnipeg Dyking Board
- Lake Dauphin Advisory Board
- Lake of the Woods Control Board
- Lower Red River Valley Water Commission
- Man. Habitat Heritage Corporation
- Man.-N.W.T. Boundary Commission
- Man.-Ontario Boundary Commission
- Man.-Saskatchewan Boundary Commission
- Manitoba Water Commission
- Oak/Plum Lakes Management Board
- Praire Provinces Water Board
- Saskeram Management Area Advisory Board
- Souris River Water Commission

* See Crown Agencies and Corporations

## MANITOBA NATURAL RESOURCES

5200 Manitoba Natural Resources was established in 1928 as the Department of Mines and Natural Resources.

The Department protects, conserves, manages, and develops the province's forest, fisheries, wildlife, water, Crownland and park resources. It provides outdoor recreational opportunities and supports and promotes resource-based harvesting operations. Natural Resources also protects people and property from floods, wildfires, and the adverse effects of natural resources.

5201 Applications for access to the records of Manitoba Natural Resources may be sent to the Access Coordinator:

Freedom of Information
Access Coordinator
Manitoba Natural Resources
500 - 191 Broadway
Winnipeg
R3C 4B2
Ph: 945-4170

Arrangements for examining records and for obtaining photocopies may be made through the Access Coordinator.

All government offices are listed by community at the end of the Access Guide green pages.

5202 The Access Officers for Manitoba Natural Resources are:

Deputy Minister
Manitoba Natural Resources
314 - 450 Broadway
Winnipeg
R3C 0V8

Assistant Deputy Minister
Manitoba Natural Resources
Box 47, 1495 St. James Street
Winnipeg
R3H 0W9

Executive Director
Administration
Manitoba Natural Resources
500 - 191 Broadway
Winnipeg
R3C 4B2

## MANITOBA NATURAL RESOURCES

### MINISTER

Records

5203 **Minister - Office Files**
Transferred to Archives after 4 years under NR 0001.

5204 **Orders-in-Council**
Transferred to Archives after 5 years under NR 0003.

5205 **Day Copies**
Transferred to Archives after 1 year under NR 0002.

5206 **Cabinet** Records - All Departments
Destroyed after 6 months or at change of government under NR 0149.

### MINISTERIAL RESPONSIBILITIES

5207 ECOLOGICAL RESERVES ADVISORY COMMITTEE

The Ecological Reserves Advisory Committee was established under The Ecological Reserves Act to make recommendations to the Minister concerning the establishment ecological reserves.

5208 MANITOBA WATER COMMISSION

The Manitoba Water Commission was established under The Water Commission Act in 1967 to report and make recommendations to the Minister on matters concerning the use, allocation, and conservation of water.

The Commission studies projects, problems, and schemes such as flooding along the Souris River, regulation of Lake Dauphin, and review of agricultural drainage in Manitoba.

The Commission may receive and gather information from consulting engineers, technicians, experts and other sources, and through public hearings.

5209 LAKE OF THE WOODS CONTROL BOARD

The Lake of the Woods Control Board was established under The Lake of the Woods Control Board Act to secure the most dependable flow and beneficial use of the Winnipeg and English rivers.

5210 FLOOD FORECASTING COMMITTEE

The Flood Forecasting Committee was established in 1954 to predict the extent of annual spring run-off and the possibility of flooding in the Red and Assiniboine River valleys.

## MANITOBA NATURAL RESOURCES

### 5211 LOWER RED RIVER VALLEY WATER COMMISSION

The Lower Red River Valley Water Commission was established under The Water Supply Districts Act to consider matters concerning the provision of an adequate and reliable source of water for the lower Red River Valley and its residents, and to review matters regarding the control and use of water resources in the Commission area.

### 5212 SASKERAM WILDLIFE MANAGEMENT AREA ADVISORY COMMITTEE

Saskeram Wildlife Management Area Advisory Committee was established in 1983 to provide advice to the Minister concerning the management of Saskeram Wildlife Management Area and its resources to ensure optimum development and use of the area for wildlife. The Saskeram area encompasses 225,000 acres of the upper region of the Saskatchewan River delta west of The Pas.

### DEPUTY MINISTER

Records

5213 Deputy Minister - Office Files
Transferred to Archives after 6 years under NR 0005.

### 5214 RESOURCE INTEGRATION

Resource Integration is responsible for departmental strategic planning, and economic and analytical support services. It examines projects and programs to determine usefulness and viability, and studies alternatives to increase economic benefits and minimize costs.

The branch resolves conflicts within the Department concerning the best use of resources, prepares plans for Crown land use, identifies and manages ecological reserves and ecologically significant areas, and is responsible for the protection of rare and endangered species in Manitoba.

Internal Indexes: Crown Lands Classification Manual, Land Use and Planning Files - File Plan.

Records

5215 Communications, Economics and Planning - Office Files
Destroyed after 3 years under NR 0267.

5216 Economics and Program Review Project Files
Economic and evaluation services to senior management. May include cost-benefit analyses, surveys, or management reviews.
Destroyed after 20 years under NR 0271.

MANITOBA NATURAL RESOURCES

5217 **Voucher Accounting System** - A to C
Destroyed after 4 years under NR 0269.

5218 **Employee Files**
Transferred to Human Resource Management after closure and unnecessary records destroyed under NR 0268.

## 5219 RESOURCE PROJECTS

Resource Projects monitors the development of international and interprovincial water projects such as the Garrison Diversion Unit in North Dakota, the Rafferty - Alameda project in Saskatchewan and the Island Falls dam on the Churchill River. It also coordinates Manitoba's contribution to such projects and provides information to the public and the media concerning the effects of such developments on water flowing into Manitoba.

### ASSISTANT DEPUTY MINISTER

Records

5220 Assistant Deputy **Minister - Office Files**
Destroyed after 2 years under NR 0056.

5221 **Orders-in-Council**
Destroyed after 1 year under NR 0058.

5222 Duplicate **Office Files**
Complaints (reference copies) concerning matters affecting the Department.
Destroyed after 1 month under NR 0057.

NUMBER 5223 NOT USED

## 5223 SURVEYS AND MAPPING

Surveys and Mapping administers The Surveys Act, provides legal land descriptions for permits and leases under various provincial statutes, maintains geographical names, and conducts land surveys. It maintains a provincial system of control surveys, compiles and prints maps and plans, and provides photo-mechanical services. The branch also maintains a map distribution system, an air-photo library and a remote sensing centre.

Records

5224 Administration - **Office Files**
Destroyed after 4 years under NR 0153.

MANITOBA NATURAL RESOURCES

5225 Dominion Land Surveyors' Correspondence, ca. 1900-1930
Communications between Dominion Land Surveyors in Manitoba and officials of the Department of the Interior in Ottawa. Concerns survey administration, details of surveys, and personnel administration.
Transfer to Archives under NR 0004.

5226 Expenditure Records
**Voucher Accounting System** - A, B, C and Purchase Orders.
Destroyed after 4 years under NR 0152.

5227 Payroll Files
Attendance and salaries of permanent, departmental and term employees within Surveys and Mapping.
Destroyed after 7 years under NR 0151.

5228 **Employee Files**
Transferred to Human Resource Management after closure and unnecessary records destroyed under NR 0154.

5229 Land Surveyors' Fieldbooks
Surveyors' measurements, computations and drawings, in both legal and control surveys. Legal surveys include those required by other branches or provincial departments, surveys of provincial boundaries, townships, parishes, roads and mining claims. Control surveys involve establishing ground control points for mapping projects. Fieldbooks include technical data such as azimuth, bearing, angles, distances, elevations, building locations, fences, and shorelines.
Transferred to Archives (originals); retained by branch (microfilm) under NR 0157.

5230 Survey Plans - Mining Claims
Mining claim surveys submitted by disposition holders for approval and confirmation as required by The Mines Act and The Surveys Act. Plans delineate the boundaries of mining claims.
Destroyed once claim abandoned under NR 0158.

5231 SURVEYS AND MAPPING
Field Surveys

Field Surveys conducts control surveys and correlates information for the geographical referencing system and for mapping control. It provides a legal survey service to the Department and the government, conducts surveys and resurveys under The Surveys Act, and examines and confirms all plans of survey affecting Crown lands under The Crown Lands Act. The section also installs and maintains precise calibration base lines (a known measurement for checking survey equipment), and maintains provincial boundary surveys in conjunction with the adjoining provinces and the Northwest Territories.

5232 SURVEYS AND MAPPING
Computer Services and Data Management

Computer Services and Data Management establishes and maintains precise latitudinal and longitudinal values (coordinates for provincial survey monuments), and provides the government and the public with positional and other related data on request. The section collects, correlates and adjusts survey network data; computes and maintains positional coordinate values related to the land survey system (township system, rural and urban survey network, geodetic control points, cadastral parcels); manages and maintains an in-house computer system; and acquires, designs or develops application and system software for branch programs.

5233 SURVEYS AND MAPPING
Mapping

Mapping provides a Provincial Base Mapping System composed of topographic maps which display natural and man-made features on the earth's surface, specialty maps that display political and administrative boundaries and related information, and property boundary maps which display land ownership boundaries and related information.

The section also provides a plan drafting service for Field Surveys, and specialty products and services to the government.

Internal Indexes: Map Files - File Plans.

Records

5234 Maps-Makeup/Printing Packages and Mylars
Preparation and printing of topographic and geographic maps. Maps display natural and man-made features on the earth's surface, political and administrative boundaries and related information, and property boundaries. Others are compiled as descriptions to accompany provincial legislation.
Transferred to Archives (mylar duplicates); destroyed after 5 years (negatives); destroyed once superceded (mylar originals) under NR 0156.

5235 SURVEYS AND MAPPING
Map Distribution and Remote Sensing

Map Distribution and Remote Sensing provides a provincial distribution service for maps produced by federal and provincial agencies. The maps are also available in private sector office locations throughout Manitoba. The section holds a library of aerial photographs of Manitoba dating from 1923, maintains search facilities and provides duplicate prints on request.

The Manitoba Remote Sensing Centre maintained by the section is used by the government and the public. The Centre monitors and coordinates the development of remote sensing technology (the study of the earth's resources through airborne and satellite imagery) in Manitoba.

Internal Indexes: Maps, Remote Sensing Project Files, Air Photos - File Lists.

5236 **ENGINEERING AND SURVEYS**
**Engineering and Construction**
**Technical Services**

Technical Services provides design and consulting engineering services as well as construction, inspection, and soil testing laboratory services for the Department, municipalities, and the provincial government.

5237 **WATER RESOURCES**

Water Resources provides short and long-term planning for the management and development of water resources in Manitoba. It plans and develops construction and maintenance programs for provincial water control works and conducts studies and investigations relating to the management and use of water resources in Manitoba. It also administers several statutes concerned with water including The Water Rights Act and The Water Power Act.

**Records**

5238 **Water Resources - Office Files**
Destroyed after 4 years under NR 0286.

5239 **Voucher Accounting System** - A, B, C, M and departmental expenditure system records.
Destroyed after 4 years under NR 0285.

5240 **Employee Files**
Transferred to Human Resource Management after closure and unnecessary records destroyed under NR 0284.

5241 **WATER RESOURCES**
**Water Management**

Water Management undertakes feasibility studies and formulates plans for flood damage reduction measures, new drainage facilities, water supply and conservation projects. It represents the province in intergovernmental studies of water problems, administers designated reservoir areas, and maintains provincial water control works. Under The Water Rights Act, the section administers the issuance of water use licences and permits for drainage and non-domestic use of water, It also investigates and resolves alleged violations, such as a licencee pumping a larger volume of water than authorized.

MANITOBA NATURAL RESOURCES

5242 WATER RESOURCES
Hydrotechnical Services

Hydrotechnical Service monitors and advises on all aspects of surface and groundwater hydrology (the study of the properties, distribution, and circulation of water) including groundwater use and regulation, surface and groundwater inventories, and investigations of supply and flood forecasting.

5243 WATER RESOURCES
Regional Water Management

Regional Water Management promotes the practice of effective water management through the Department's 8 regions. It provides engineering/water management services to certain municipalities, local government districts, and conservation districts.

5244 WATER RESOURCES
Licensing and Approvals

Licensing and Approvals administers The Water Rights Act, The Water Power Act, The Water Resources Administration Act and department policies. It's mandate is to manage the province's water resources to ensure sustainable development, to cost-effectively minimize flood hazard and damage and to ensure public safety and property and resource protection.

Records

5245 Engineering and Construction - Office Files
Destroyed after 4 years under NR 0196.

5246 Equipment Rental Files
Branch equipment rentals from individuals or private companies includes rental agreement and payment record.
Destroyed 1 year after agreement completed under NR 0201.

5247 Revolving Inventory System
Inventory of stores materials including supplier invoices, purchases, reconciliation and general ledger.
Destroyed after 7 years under NR 0103 and NR 0203.

5248 Expenditure Records
Voucher Accounting System reports, invoices, purchase orders, and requisitions.
Destroyed after 4 years under NR 0204.

5249 Regions - Payroll Files
Branch employees attendance and salaries.
Destroyed after 7 years under NR 0194.

Send Applications to Access Guide 5201

## MANITOBA NATURAL RESOURCES

5250 Employee Files
Transferred to Human Resource Management after closure and unnecessary records destroyed under NR 0195.

5251 Regions - Office Files
Destroyed after 4 years under NR 0205.

5252 Regions - Payroll Files and Employee Expenses
Branch employees attendance, salaries and expenses.
Destroyed after 7 years under NR 0206.

### 5253 FORESTRY

Forestry promotes the wise management and use of provincial forest resources. The branch administers The Forest Act and The Dutch Elm Disease Act, develops and implements commercial harvesting plans for Manitoba, administers timber cutting licensing and measurement, and conducts tree improvement and forest genetics studies. It is responsible for reforestation and timber management programs, maintains a forest inventory, and develops and implements forest protection programs.

### 5254 FORESTRY
Forest Management

Forest Management administers The Forest Act and its regulations. It collects and maintains detailed information concerning all forest resources located within Manitoba's forest zone. It is responsible for aerial photography of forests, compilation of forest volume information, and the development of forest inventory reports.

Internal Indexes: Forest Inventory Field Instruction Manual, Forest Management Units Files List.

### 5255 FORESTRY
Silviculture

Silviculture supervises and manages the two provincial nurseries and ensures that activities such as tree planting and stand improvement are carried out according to standards. It is responsible for the reforestation of harvested or burned-over lands, and the intensive management of established plantations or certain highly productive natural stands. Silviculture conducts several forest genetics research programs, and develops, implements, and monitors, tree stand management projects (thinning, spacing, and pruning) to provide employment opportunities in areas of high unemployment.

Internal Indexes: Silviculture Survey Manual.

MANITOBA NATURAL RESOURCES

5256 **FORESTRY**
Forest Protection

Forest Protection is responsible for the conservation and protection of Crown timber. It coordinates protection of the forests from insects and diseases, including Dutch elm disease.

The section cooperates with Regional Services to establish fire protection priorities in Manitoba's forest zones and makes recommendations based on pest population surveys and potential damage estimates.

5257 **FORESTRY**
Forest Operations

Forest Operations includes Administration and Regional Support. Administration provides general administrative support services, including material and records management, building maintenance, secretarial/office services and fleet vehicle management. It also prepares and issues permits and licences for timber-related activities, and maintains timber depletion records for management and statistical purposes.

Regional Support develops operational plans and evaluates forestry programs in Manitoba. It ensures that activities such as timber supervision and management, forest renewal, reforestation, and stand management are properly implemented. Regional foresters advise managers on the implementation of forestry policies and procedures.

Internal Indexes: Procedure and Policy Manual, Timber Administration Manual, Administrative Support Handbook.

Records

5258 **Legal/Legislative Files**
Records of the development of legislation and legal matters involving the Forestry branch.
Acts and Regulation files transferred to Archives after 10 years; other files destroyed after 10 years under NR 0309.

5259 **Forestry - Office Files**
Destroyed, subject to archival selection, after 4 years under NR 0304.

5260 **Forestry - Employee Files**
Upon termination of employee, required documents are placed on Personnel branch file and unnecessary records are destroyed under NR 0306.

5261 **Voucher Accounting System - A**
Destroyed after 4 years under NR 0305.

MANITOBA NATURAL RESOURCES

5262 Permit Files
Hay, grazing, timber, sawmill, timber dealer's and land use permit applications, copies of permits and related correspondence.
Permits destroyed after 7 years; other records destroyed after 3 years under NR 0308.

5263 Payroll Files
Records of attendance and salaries of permanent, departmental and term employees of the Forestry branch.
Destroyed after 7 years under NR 0310.

5264 Revenue Files
**Accounts Receivable** for the Forestry branch for billings on rental land use within provincial forests such as relay and microwave tower sites, trapper cabins, road access. Includes leases and permits.
Lease files are destroyed after 28 years; all other files are destroyed after 7 years under NR 0315.

5265 FISHERIES

Fisheries develops and implements fisheries management programs, monitors the effects of harvest and habitat alterations on fish populations, and operates fish hatcheries to increase or sustain fish resources.

Records

5266 Fisheries - Office Files
Destroyed after 4 years under NR 0283.

5267 **Voucher Accounting System** - A to C, M
Destroyed after 4 years under NR 0281.

5268 **Employee Files**
Transferred to Human Resource Management after closure and unnecessary records destroyed under NR 0282.

5269 FISHERIES
Sport and Commercial Management

Commercial Management is responsible for the development, administration and evaluation of management programs and policies relating to the sport, commercial, and domestic use of the fish resources. It provides direction concerning resource allocation and licencing, and consults with commercial fishermen's groups and angling organizations.

MANITOBA NATURAL RESOURCES

5270 FISHERIES
Habitat Management

Habitat Management is responsible for the fish habitat management program which protects and monitors fish habitat and ensures the long-term health of fish stocks. It also coordinates communications and education efforts relating to fish habitat and environmental monitoring.

5271 FISHERIES
Regional Management

Regional Management monitors fishery stocks to ensure sustained harvests. It also is the branch's principal contact with commercial fishermen, sport anglers, and other interest groups and government agencies in the regions.

5272 FISHERIES
Fish Culture

Fish Culture is responsible for operating fish hatcheries for the distribution of fish fingerlings and fry to meet requirements for commercial and sport stocking in Manitoba.

5273 WILDLIFE

Wildlife develops and implements programs to ensure the vigorous survival of wildlife. It delivers programs that provide for the subsistence, and commercial and recreational use, of the wildlife resource. The branch implements programs to alleviate damage by wildlife to people and property and promotes the use of wildlife for scientific and educational purposes.

Records

5274 Administration - Office Files
Destroyed after 2 years under RR 0089.

5275 WILDLIFE
Game Management

Game Management develops and evaluates hunting programs, and manages wildlife such as waterfowl, moose, deer, elk, caribou, and upland game. The section is responsible for educational and informational services including nature tours, brochures, films and conservation programs.

Records

5276 Management Files
Correspondence concerning fur, game farms, hunting permits, and damage control.
Destroyed after 10 years, subject to archival selection, under NR 0053.

5277 WILDLIFE
Habitat Management

Habitat Management develops and coordinates the provincial Wildlife Management Area program and various other upland habitat projects such as the Critical Wildlife Habitat Program, White-Tailed Deer Habitat Improvement Program, and the Forest-Wildlife Habitat Initiative. The section develops computerized habitat inventories to interpret information received from resource monitoring satellites. It provides biological and technical expertise to the Manitoba Habitat Heritage Corporation, and coordinates the Geographic Information System. The section is also responsible for Crown land planning, conservation corridors, private land stewardship programs, environmental impact assessments, and land assembly functions.

Records

5278 Habitat - Office Files
Destroyed after 10 years, subject to archival selection, under NR 0054.

5279 WILDLIFE
Endangered Species and Non-Game

Endangered Species and Non-Game analyzes the status of wildlife populations and distributions. It develops monitoring systems and undertakes investigations, surveys, and inventories of big game, waterfowl, fur bearers and endangered wildlife species. It evaluates existing procedures and techniques used in wildlife managements such as aerial surveys for big game, and provides an annual research grant to the University of Manitoba.

Records

5280 Biological Services Files
Information regarding wildlife species including current status, abundance, and biological details.
Destroyed after 10 years, subject to archival selection, under NR 0055.

5281 WILDLIFE
Regional Management

Regional Management ensures wildlife policy is implemented at the local level. Section staff represent the branch at public meetings, and provide assistance in preparing resource allocation plans and wildlife

5281 contd maintenance and enhancement plans. It provides professional evaluation and interpretation of wildlife program results including populations surveys, use, and habitat improvement programs, and participates in the allocation and administration of Crown lands.

5282 WILDLIFE
Fur and Commercial Management

Fur and Commercial Management ensures that the development of wildlife resources is consistent with conservation, optimum economic returns, and aesthetic values. It attempts to create commercial opportunities related to wildlife resources while emphasizing development involving native people. It administers and allocates registered trap lines and sets seasons for fur-bearing animals. The Waterfowl Crop Damage Prevention Program uses lure crops and bait stations to feed waterfowl that might otherwise feed on farmers' crops. The Big Game Damage Compensation Program compensates farmers and bee keepers for damage caused by deer, elk, and bear.

5283 REGIONAL SERVICES

Regional Services delivers programs on behalf of various branches of the Department including forest fire prevention, detection, suppression; park maintenance and operational services; the enforcement of departmental legislation; and the administration of hunter safety, guide licensing, and problem wildlife control programs.

The branch is divided into 8 regions and 53 districts throughout Manitoba. Regional offices are located in Thompson, The Pas, Dauphin, Brandon, Winnipeg, Rennie, Beausejour, and Gimli.

Internal Indexes: Natural Resources Policy and Procedures Manual, Office Training and Development Manual, Field Officer Legislation Manual, Operational Guidelines Manual, Workplace Safety and Health Manual, Fire Management and Communications Operational Guidelines, Fire Weather Manual.

Records

5284 Regional Services - Office Files
Destroyed after 4 years (Regional Offices); destroyed after 2 years (District Offices) under NR 0081 and NR 0087.

5285 Regions - Office Files
Destroyed after 4 years under NR 0326.

5286 Voucher Accounting System - A
Destroyed after 4 years under NR 0327.

5287 Resource Allocation Working Group Files
Working Group minutes, agenda and background documentation.
Destroyed after 10 years under NR 0314.

MANITOBA NATURAL RESOURCES

5288 Regional Operational Files
Correspondence relating to outdoor recreation and fish, fosestry and wildlife programs at the community level.
Destroyed after 4 years under NR 0079.

5289 District Operational Files - Southwest Region
Correspondence relating to outdoor recreation and fish, fosestry and wildlife programs at the community level.
Destroyed after 4 years under NR 0080.

5290 Regulatory and Legislative Services
Working papers leading to the approval of statutes and regulations relating to the activities of Natural Resources, and correspondence with other branches and departments.
Destroyed after 2 years under NR 0085.

5291 Prosecution Files
Prosecutions, violations, suspensions delivered by departmental officers, correspondence relating to cases and confiscations, and court rulings.
Destroyed after 7 years under NR 0086.

5292 Enforcement Files
Enforcement policies, procedures, directives relating to acts and regulations as they govern departmental branches. Also includes occurrence, prosecution, and seizure reports.
Destroyed 3 years after completion of case under NR 0077 and NR 0078.

5293 Fire Program Files
Fire prevention, detection, and suppression program including original contracts for charter fire detection and fire fighting aircraft, forest fire daily summaries, travel restrictions.
Destroyed after 25 years with the exception of meeting minutes which are transferred to Archives (Head Office); destroyed after 5 years (Regional Offices); destroyed after 4 years (District Offices) under NR 0082, NR 0083, and NR 0084.

5294 Agreements
Contractual agreements for the performance of services for waysides including janitorial and utility projects.
Destroyed 7 years after completion of contract (District Offices); destroyed 1 year after completion of contract (Regional Offices) under NR 0072 and NR 0071.

5295 Expenditures
Voucher Accounting System - A, B, purchase orders, invoices and requisitions.
Destroyed after 4 years (Regional Offices); destroyed after 1 year (District Offices) under NR 0073 and NR 0074.

5296 Application Inventory and Examination Files
Inventory of candidates for employment with the branch, including resumes and Natural Resources examinations.
Destroyed after 2 years under NR 0091.

MANITOBA NATURAL RESOURCES

5297 Payroll Files
Attendance, salaries of departmental, permanent and term employees.
Destroyed after 10 years under NR 0075 and NR 0076.

5298 REGIONAL SERVICES
Public Information

Public Information coordinates and advises on communication programs on behalf of the Department. It provides information concerning policies and programs to the public, answers inquiries, and produces and distributes publications and audio-visual presentations.

Records

5299 Production Files
Departmental communications projects including work orders, resource material, proofs, mock-ups, requisitions, print orders, and samples of finished product.
Destroyed after 4 years under NR 0270.

5300 Expenditure Records
Communication expenditures including budgets, cash flows, and invoices.
Destroyed after 4 years under NR 0272.

5301 REGIONAL SERVICES
Fire Program

The Fire Program coordinates the overall provincial wildlife program. Its mandate is to maximize utilization and effectiveness of existing fire fighting resources and to minimize human, property and resource losses.

5302 LANDS

Lands branch administers and manages Crown Lands under the authority of The Crown Lands Act and The Wild Rice Act. It ensures that Crown lands are set aside for such things as the settlement of native claims, use as provincial parks, provincial forests, wildlife management areas, ecological reserves, bird sanctuaries, wharves, piers, cemeteries, and townsites.

5303 LANDS
Crown Land Administration

Crown Land Administration administers requests for the use of Crown lands and the various contracts concerning land uses.

MANITOBA NATURAL RESOURCES

Records

5304 Plan and Plat Books
Visual display of the disposition of Crown land including acreage, sales number, and in some instances, the owner's name.
Transferred to Archives (originals); destroyed once operational requirements cease (microfilm) under NR 0212.

5305 Fiats - Dominion Government, 1872-1930
Fiats were issued by the Department of the Interior (Canada) to authorize the preparation of letters patent prior to 1930. Each includes name, address and occupation of the grantee, legal description of the land, size of the grant, type and number of grant, and fiat number.
Transferred to Archives (originals and security microfilm); retain in branch (working copy microfilm) under NR 0213.

5306 Transfers and Grants (Duplicates), 1883-1988
Transfers or grants issued for purchasers of Crown land.
Transfer to Archives (textual copy and security microfilm); retain in branch (working copy microfilm) under NR 0214.

5307 Land Photographs
Visual record of the condition and use of Crown land administered by the branch. Displays use of Crown land by permit holders and illegal occupation. Includes negatives, prints, and slides.
Destroyed after 5 year, subject to archival selection, under NR 0226.

5308 Sketch Maps and Plans
Visual record of Crown land showing details of a land unit or land use and used to illustrate or interpret legal descriptions, natural features, and location of structures.
Destroyed when disposition cancelled under NR 0227.

5309 Miscellaneous Maps and Plans
Visual record (maps, plans, aerial photographs) of land use and natural phenomena involving or affecting Crown land and information concerning dispositions and natural features such as flood levels. Includes plans of Churchill and outlying areas, the Red River Floodway, forest reserves, community pastures, and severance lines.
Destroyed when operational requirements have ceased, subject to archival selection under NR 0228.

5310 Orders-in-Council
Destroyed once microfilmed (textual copies); destroyed once operational requirements cease (microfilm) under NR 0229.

5311 Leases and Licenses (Duplicate)
Crown land leases and licenses administered by the branch such as vacation home leases.
Destroyed 6 years after termination of lease or license under NR 0230.

MANITOBA NATURAL RESOURCES

5312 Requisition for Issue of a Transfer or Grant (Duplicate)
Authorization for issuance of transfers and grants.
Destroyed after 1 year under NR 0231.

5313 Orders-in-Council Preparation Files
Preparation and approval of Orders-in-Council pertaining to the disposition of Crown land sales, reservations, and agreements.
Destroyed after 5 years under NR 0232.

5314 Director - Office Files, 1972-1985
Destroyed immediately, subject to archival selection, under NR 0240.

5315 Lands Branch - Day Copies
Destroyed after 1 year under NR 0243.

5316 Lands Branch - Special Invoices
Destroyed after 6 years under NR 0245.

5317 Lands Branch - Cash Reports
Monies received by the branch.
Destroyed after 6 years under NR 0246.

5318 Indian Land Claims - Office Files
Destroyed after 5 years under NR 0253.

5319 Indian Band Files
Negotiations and agreements with Manitoba Indian bands on land issues. Parties involved are Indian bands, the province, Indian and Northern Affairs (Canada), and their respective lawyers. Includes studies, maps, survey plans, band council resolutions, minutes, Cabinet submissions, draft and approved Orders-in-Council.
Transferred to Archives after 10 years under NR 0251.

5320 Policy and Research Files
Development and implementation of aboriginal land claims policy and procedure.
Transferred to Archives after 10 years under NR 0252.

5321 LANDS
Land Registry

The Land Registry provides a record of original dispositions of lands in Manitoba, and a record of all transactions relating to Crown lands currently administered by the province. It also provides computer services to other departments and branches of Natural Resources.

Records

5322 Land Registry - Office Files
Destroyed after 5 years under NR 0239.

MANITOBA NATURAL RESOURCES

5323 **Land Registry - Computer System**
Registry of all dispositions of Crown land in accordance with The Crown Lands Act. Also includes related accounting transactions for Lands and Parks branches.
Various retentions and dispositions under NR 0210.

5324 Land Registers, 1870-1983
Registry of all dispositions of Crown land in Manitoba including registers for townships, parishes, group lots, subdivisions, and special categories. Each includes information concerning land disposition such as land description, holder, and date and nature of transaction.
Transfer to Archives under NR 0211.

5325 LANDS
Regional Management

Regional Management provides a local focus for the administration of Crown lands by chairing local inter-disciplinary land use planning committees and participating in Planning District and municipal land use planning. Land managers, with the cooperation of local departmental staff, counsel users of Crown lands and ensure compliance with terms of user contracts and The Crown Lands Act and The Wild Rice Act.

5326 PARKS

Parks includes: Park Operations and Maintenance, Planning, Visitor Services, Technical Services and Regional Park Management.

Records

5327 **Parks - Office Files**
Destroyed after 4 years under NR 0273.

5328 Resource Allocation Working Group Files
Working Group minutes, agenda and background documentation.
Destroyed after 10 years under NR 0274.

5329 **Employee Files**
Transferred to Human Resource Management after closure and unnecessary records destroyed under NR 0280.

5330 PARKS
Park Operations and Maintenance

Park Operations and Maintenance establishes priorities and guidelines for the branch and ensures conformity with policy. It evaluates the effectiveness of branch activities, products and programs, and prepares current spending estimates. It monitors accounts payable and accounts receivable, maintains park use statistics, updates and develops operating standards and procedures, and recommends legislative and policy revisions.

5330 contd It also administers the Vacation Home Lot Program and develops performance standards for branch programs relating to vacation homes, facilities maintenance and quality assurance.

Records

5331 **Voucher Accounting System - A**
Destroyed after 4 years under NR 0279.

5332 Revenue Files
**Accounts receivable** for billings on rental of crown land for vacation home lots, commercial and private lands within provincial parks and for land use such as trapping, wild rice storage sheds, road access, ambulance billings and snowclearing.
Destroyed after 7 years under NR 0297.

5333 Legislative and Legal Files
Acts and Regulation files, Agreement files, claim files and prosecutions and enforcement files.
Acts and regulation files are transferred to Archives after 10 years; all other files are destroyed after 10 years under NR 0287.

5334 PARKS
Planning

Planning is responsible for long-range planning and development programs for Manitoba's parks. It assesses public uses of parks, the roles of individual parks, and potential additions to the parks system. It prepares, in consultation with the public, management plans for designated parks and coordinates their implementation. Planning also undertakes a review of provincial park policies related to development and resource management, and prepares plans and designs for park facilities and services.

Records

5335 Maintenance and Operations Files
Provincial parks operations including correspondence with the public regarding maintenance and improvement of public parks and equipment, for example picnic tables and fire wood, other areas of the branch and the Department, the Clean Environment Commission, and other agencies concerning subjects such as water, hydro, and sanitary facilities.
Destroyed after 10 years under NR 0288.

5336 Nursery Files
Planting programs in provincial parks. Includes: correspondence concerning planting stock, inventories, and landscaping; plant quotations; reports on flora condition in parks; and tree and shrub requirement projections.
Destroyed 5 years under NR 0294.

MANITOBA NATURAL RESOURCES

5337 **Planning Files**
Planning activity for the provincial park system including reports, consultants' contracts, minutes, working papers relating to policy formation, master plan development, and planning for facilities (buildings, roads, beaches, docks).
Transferred to Archives after 15 years under NR 0277.

5338 **Resource Management Files**
Resource management for the provincial park system including consultants' contract relating to resource conservation, development of regulations concerning resource harvesting/extraction, and impact assessments. Also includes resource extraction and pesticide permits.
Transferred to Archives after 15 years under NR 0278.

5339 PARKS
Visitor Services

Visitor Services is responsible for marketing, public affairs, heritage properties and interpretive programs. It provides marketing information to encourage the use and increased awareness of provincial parks and encourages the private sector to provide high quality commercial services. The section is also responsible for the protection of historic buildings and artifacts in parks, and interpretive and school programs.

Records

5340 **Camping Permits - Districts**
Camping permits, permit remittance forms and summaries (number of permits sold, types of sites and camping equipment, total daily revenues).
Destroyed after 1 year under NR 0066.

5341 **Ticket Stubs**
Ticket stubs from provincial golf courses, ski tows, seasonal vehicles and daily entrance permits/tickets.
Destroyed following internal audit under NR 0068.

5342 **Camping Permits**
Camping permits, permit revenue remittance forms and summaries (number of permits sold, types of sites and camping equipment, total daily revenue).
Destroyed after 7 years, subject to internal audit, under NR 0067.

5343 **Public Relations Files**
Public relations files of the branch including correspondence with the public regarding commendations, complaints, protests and refund requests, and also with other departments, and various sport and recreation associations.
Destroyed after 5 years, subject to archival selection, under NR 0289.

5344 Concession Files
Leasing of concessions (commercial and non-profit) in provincial parks. Commercial concessions files concern rental rates, services, tenders, lease negotiations, collateral. Non-profit files concern lease or permit, evidence of incorporation, and legal and risk management issues. Miscellaneous files concern concessions for land use such as for telephone towers, hay and grazing permits, hydro towers, and law enforcement.
Destroyed 10 years after termination or re-negotiation of lease or permit under NR 0296.

5345 Interpretive Files
Planning and implementation of the interpretive program and signage in provincial parks including design contracts, work orders, project reports, budget papers.
Destroyed after 5 years under NR 0290.

5346 Heritage Resources Files
Preliminary inventories of resources in provincial parks and files on specific projects including material on site construction, restoration, operation and maintenance and care of artifacts.
Transferred to Archives after 10 years under NR 0275.

5347 Building Restoration Files
Records of the condition, stabilization and maintenance of heritage structures in provincial parks.
Transferred to Archives after 10 years under NR 0276.

5348 Slide Library
Slides of natural features, cultural and historic resources, recreational and economic uses of parklands and visitor service facilities for use in visitor programs and marketing.
Destroyed, subject to archival selection, under NR 0300.

5349 PARKS
Technical Services

Technical Services is responsible for the central coordination of the branch capital budget and estimates. The section examines Vacation Home Lot plans and related private development under The Provincial Park Lands Act and the Manitoba Building Code, and inspects sewage systems for private cottages, and commercial and non-profit organizations. It is responsible for the parks water quality program to ensure that potable water is provided to provincial parks, issues installation permits and registrations for all Whiteshell sewage systems under The Environment Act, and maintains an inventory of all park facilities.

Records

5350 Chemical Control Files
Chemicals used to control vegetation and insects, and to treat water in provincial parks. Includes permits authorizing spraying, technical literature, and planning records.
Transferred to Archives after 5 years under NR 0293.

## MANITOBA NATURAL RESOURCES

5251 Capital Construction Files
Development of capital construction projects such as parking lots, buildings, docks, marina, trails in provincial parks. Includes project proposals, estimates, Treasury Board pre-clearances, correspondence with Engineering and Construction, Manitoba Natural Resources.
Destroyed 6 years after completion of project under NR 0292.

5252 PARKS
Regional Park Management

Regional Park Management is responsible for the overall planning, management and evaluation of the provincial parks program. It assists other agencies and groups by serving as an outdoor recreation specialist and develops programs and guidelines respecting interpretation resource management and outdoor recreation sites and facilities.

5253 ADMINISTRATION

Administration includes Human Resource Management, Financial Services, and Internal Audit, Computer Services and Support Services.

Records

5254 Executive Director - Office Files
Destroyed after 5 years under NR 0136.

5255 Executive Director - Treasury Board and Cabinet Submissions
Destroyed after 10 years under NR 0135.

5256 All Sections - Expenditures
Voucher Accounting System - A, B, C and Purchase Orders.
Destroyed after 6 years under NR 0134.

5257 All Sections - Payroll Files
Attendance and salaries of division employees.
Destroyed after 7 years under NR 0133.

5258 All Sections - Employee Files
Transferred to Human Resource Management after closure and unnecessary records destroyed under NR 0132.

5259 ADMINISTRATION
Human Resource Management

Human Resource Management is responsible for recruitment and selection, position classification reviews, payroll and benefits administration, labour relations, staff training and development, affirmative action, employee counselling, workplace safety and health, and the French Language Services Program.

Internal Indexes: Personnel Services Manual.

## Records

5360 **Human Resource Management - Office Files**
Destroyed after 4 years under NR 0027.

5361 **Competition/Reclassification Files**
Destroyed after 2 years under NR 0026.

5362 **Application Inventory Files**
Applications and resumes of individuals seeking employment with the Department.
Destroyed after 6 months under NR 0031.

5363 **Position Files**
Destroyed after 4 years under NR 0029.

5364 **Employee Files**
Destroyed after 60 years under NR 0028.

5365 **Workplace Safety and Health Files**
Record of Workplace Safety and Health Committee meetings and activities in the Department.
Destroyed after 7 years under NR 0032.

5366 **Organization Establishment Files**
Detailed descriptions of departmental organization.
Destroyed after 2 years, year-end chart transferred to Archives under NR 0030.

5367 **Attendance Registers**
Destroyed after 10 years under NR 0094.

5368 **Payroll System - A, D, Q to Y,**
Destroyed from a maximum of 7 years to a minimum of 1 year under NR 0092.

5369 **Payroll System - J to M**
Destroyed after 7 years under NR 0096.

5370 **Payroll System - A, F**
Destroyed after 4 years under NR 0093.

5371 **Payroll Deduction Records**
Destroyed after 4 years under NR 0098.

5372 **Time-Sheet Journals - Tree Planters**
Overtime and attendance of tree planters including name, address, pay basis, hours worked, total time, rate and gross dollars earned.
Destroyed after 60 years under NR 0095A

5373 **Fire Fighters - Payroll System**
Fire fighter's earnings.
Destroyed after 60 years under NR 0097.

5374 ADMINISTRATION
Financial Services

Financial Services coordinates and prepares the Department's estimates, variance analyses and quarterly cash flows. It also controls and processes departmental accounts payable, revenues and receivables, and the distribution and sale of wildlife hunting and fishing licences through private vendors and departmental offices.

Internal Indexes: Budget Service files, Director's Office Files, Revenue Accounting Files, Wildlife and Fisheries Licensing Files - File Lists. Licensing Procedures Manual, Financial Administration Manual, Policy and Procedures Manual, Parks Revenue Manual, General Manual of Administration.

Records

5375 Estimate Files
Destroyed after 7 years under NR 0062.

5376 Budget - Office Files
Destroyed after 2 years under NR 0063.

5377 Budget - Agreements
Treasury Board and Cabinet approvals, agreements and summaries of claimable costs under cost-shared agreements.
Destroyed after 6 years under NR 0061.

5378 Quarterly Cost-Shared Estimates
Consolidation of salaries and expenditures relating to budgets of cost-shared agreements.
Destroyed after 4 years under NR 0065.

5379 Voucher Accounting System - A
Destroyed after 6 and 4 years under NR 0006A and NR 0011.

5380 Voucher Accounting System - B
Destroyed after 6 and 7 years under NR 0007A and NR 0009.

5381 Voucher Accounting System - C
Destroyed after 6 and 4 years under NR 0012A and NR 0014.

5382 Voucher Accounting System - M, N, O, J, T
Destroyed after a minimum of 1 year to a maximum of 7 years under NR 0008.

5383 Departmental Expenditure - Computer System
Expenditure information sorted by commitment code, sub-appropriation totals and error reports for vouchers applied.
Destroyed after 1 year under NR 0015.

MANITOBA NATURAL RESOURCES

5384 **Workplace Safety and Health Files**
Record of Workplace Safety and Health Committee meetings and activities in the Department.
Destroyed after 7 years under NR 0032.

5385 **Wildlife and Fisheries Licensing Supervisor - Office Files**
Destroyed after 3 years under NR 0047.

5386 **Licences**
Licences issued: to hunt game birds and big game; to catch and sell amphibians and reptiles; to train hunting dogs; for sport fishing; and for trapping.
Destroyed after 7 years under NR 0034.

5387 **Licence Draw System - Computer System**
Reports listing successful candidates by types of draw and area; reports matching successful candidates of previous year by birth dates, names, and wildlife certificates; reports by species (elk, moose, caribou).
Destroyed from a minimum of 1 year to a maximum of 8 years under NR 0043.

5388 **Vendor Licence Files**
Licences distributed by vendors, numbers used and unused by each, and charge statements.
Destroyed after 6 years under NR 0033.

5389 **Vendor Licensing - Computer System**
Allocation of hunting, fishing and trapping licences to vendors. Reports indicate charges, licence type serial numbers, and quantities.
Destroyed after a minimum of 1 year to a maximum of 7 years under NR 0035.

5390 **Amphibian/Reptile Dealers' Licence System**
Applications for licences to purchase or sell amphibians and reptiles, copies of licences, and correspondence with applicants.
Destroyed after 7 years under NR 0036.

5391 **Dog Trainers' Licences**
Applications from non-residents of Manitoba to train hunting dogs in the province including approvals, copies of licences, and correspondence with applicants.
Destroyed after 7 years under NR 0040.

5392 **Fur Dealers' Licences**
Applications for licences to buy and sell pelts of fur-bearing animals, approvals, copies of licences, purchase reports, and royalty remittance documents.
Destroyed after 7 years under NR 0041.

5393 **Tanners' Licence System**
Applications for licences to operate tanneries, approvals, copies of licences, correspondence with applicants, and royalty remittance documents.
Destroyed after 7 years under NR 0042.

MANITOBA NATURAL RESOURCES

5394 Shooting Preserve Licence System
Applications for licences to operate shooting preserves, approvals, copies of licences, and correspondence with applicants.
Destroyed after 7 years under NR 0045.

5395 Taxidermists' Licensing System
Applications for licences to engage in taxidermy businesses, approvals, copies of licences, correspondence with applicants, and royalty remittance documents.
Destroyed after 7 years under NR 0048.

5396 Game Bird Farms Licensing System
Applications for licences to operate game bird farms, approvals, correspondence with applicants, and copies of licences.
Destroyed after 7 years under NR 0037.

5397 Game Tags and Export Permits
Game tags and export permits not issued by vendors.
Destroyed after 1 year under NR 0039.

5398 Export Permits
Listing of permits for the export of wild animals.
Destroyed after 7 years under NR 0038.

5399 Licence Inventory
Daily record of licences ordered and distributed by the Department. Includes supplier invoices for licences and inventory control sheet indicating the number and type of licences supplied to vendors.
Destroyed after 7 years under NR 0259.

5400 Fur Royalty Files
Royalties due and/or paid on all fur-bearing animals taken from the wild. Licensed fur dealers, tanners and taxidermists pay the royalties on pelts purchased from, or processed for, trappers. Files include royalty charges, transactions, and audits, fur production/price statistics, lists of licence holders (fur dealers, taxidermists, tanners), and correspondence concerning delinquent licence holders.
Destroyed after 7 years under NR 0260.

5401 Accounts Payable - Office Files
Destroyed after 3 years under NR 0100.

5402 Rental Agreements
Agreements between the department and individuals or private companies for equipment rental and payments made.
Destroyed 6 years after completion of agreement under NR 0102.

5403 Queen's Printer Requisitions
Destroyed after 4 years under NR 0105.

5404 Accountable Advance Records
Destroyed after 1 year once repaid with the exception of the confirmation record which is destroyed after 2 years under NR 0106.

Send Applications to Access Guide 5201

MANITOBA NATURAL RESOURCES

5405 Departmental Purchase Orders
Destroyed after 4 years under NR 0107.

5406 Purchase Orders
Destroyed after 5 years under NR 0010.

5407 Receipts
Destroyed after 4 years and 7 years under NR 0050 and NR 0051.

5408 Cash Documents - Money Remittance Orders
Cash register receipt details (payor, address).
Destroyed after 1 year under NR 0052.

5409 Financial Printouts
Voucher Accounting System - J, Q, Payroll System Reports.
Destroyed after 2 years under NR 0064.

5410 Accounts Receivable - Correspondence
Destroyed after 4 years under NR 0109.

5411 Bank Account Files
Departmental bank records including bank statements, monthly reconciliations, year-end revenue reports, correspondence with Manitoba Finance and the banks.
Destroyed after 7 years under NR 0110.

5412 General Ledger System - C, I; Voucher Accounting System - N
Destroyed after 4 years under NR 0111.

5413 Sales Tax Files
Sales tax collected by the Department for maps, nursery stock and sundry items.
Destroyed after 7 years under NR 0112.

5414 Revenue Deposits - Consolidated Fund
Deposit slips, receipts, daily cash and returned cheques.
Destroyed after 2 to 5 years under NR 0113.

5415 Tenders - Polar Bear Skins - Files
Sale by public tender of polar bear skins confiscated by the Department including bids and reconciliation of funds accepted.
Destroyed 4 years after bid accepted and sale completed under NR 0115.

5416 Open Ledger and Trust Account Files
Reconciliation of trust and open ledger accounts.
Destroyed after 7 years under NR 0116.

5417 Accounts Receivable Files
Accounts overdue, requests for write-offs, vendor consignment and charge statements, and trial balances.
Destroyed 7 years after account closed under NR 0117.

5418 Contractor - Security Files
Performance securities posted by contractors and security releases.
Destroyed 3 years after contract completion under NR 0118.

5419 ADMINISTRATION
Internal Audit

Internal Audit reviews departmental accounting and financial operations, appraises and reports on internal compliance with government policies and procedures, assesses the effectiveness of activities and recommends corrective action. It also undertakes special projects, investigations and reviews.

Records

5420 Internal Audit - Office Files
Destroyed after 5 years under NR 0139.

5421 Program Audits
Financial and operational reviews of the Department including internal audit reports, statements of expenditures, organization charts, computer listings, summary statistics, efficiency evaluations, cash-flow charts and copies of contracts and agreements.
Destroyed after 10 years under NR 0140.

5422 ADMINISTRATION
Computer Services

Computer Services provides the Department with the analysis, design and implementation of information processing systems. The section undertakes feasibility studies and provides assessment and recommendation for improvement. It tenders for, selects and requisitions products, and assists clients in setting up systems.

Records

5423 Computer Services - Office Files
Destroyed after 3 years under NR 0257.

5424 Project Files
Development of proposed manual and electronic record-keeping systems for the Department. Includes feasibility studies, business cases, requisitions, purchase orders, tenders, working papers.
Destroyed after 10 years under NR 0255.

5425 Data Processing Contracts
Agreements with government agencies and private companies for leasing and maintenance of data processing hardware and software for the department. Copies of contracts with Manitoba Data Services and other computer servicing firms for leasing and maintenance of hardware and software.
Destroyed 6 years after expiration of contract under NR 0256.

MANITOBA NATURAL RESOURCES

5426 Computer Test Runs and Working Papers
Development of departmental electronic systems including test runs of electronic systems in development/modification stage.
Destroyed 1 year after successful implementation of the electronic system and post-implementation audits under NR 0254.

5427 ADMINISTRATION
Support Services

Support Services provides services in the areas of office accommodation and storage, employee housing, office equipment, vehicles, supply and equipment inventories, insurance, clothing (environmental and uniform issues), library services and records management.

Records

5428 Chief - Office Files
Destroyed after 3 years under NR 0020.

5429 Support Services - Office Files
Destroyed after 4 years under NR 0145.

5430 Support Services Records
Records relating to office equipment, material and service requests, and telecommunications.
Destroyed after 5 years under NR 0142.

5431 Warehouse Operating Files
Warehouse/depot operations including daily activities and equipment circulation.
Destroyed after 4 years under NR 0127.

5432 Uniform Program Files
Purchase and issuance of uniforms within the Department including orders and stock inventories.
Destroyed after 7 years under NR 0128.

5433 Building Inventories
Inventory of buildings owned by the Department including type, value and description.
Destroyed after 7 years under NR 0143.

5434 Employee Housing Records
Leasing of government housing to departmental employees.
Destroyed 6 years after unit deleted from inventory under NR 0146.

5435 Inventory Control Records
All departmental assets and stores.
Destroyed after 3 years under NR 0025.

MANITOBA NATURAL RESOURCES

5436 Inventory Listings - Computer System
Inventories of departmental assets by commodity, location, and type.
Destroyed after a minimum of 1 year to a maximum of 5 years under NR 0019.

5437 Annual Inventory
Assets, stores, petroleum, and costs thereof.
Destroyed after 4 years under NR 0018.

5438 Delegation of Authority Files
Destroyed after 5 years under NR 0144.

5439 Assets and Stores Receiving Notices
New purchases, transfers, and/or loans of warehouse equipment to other areas.
Destroyed after 4 years under NR 0016.

5440 Equipment Inventory - Cost-Shared Agreements
Destroyed after 5 years under NR 0022.

5441 Insurance and Claims Records
Insurance claims and requests for reimbursements for loss of personal effects. Includes claims for loss or damage to personal effects, claims to Workers' Compensation Board in accordance with The Workers Compensation Act and general correspondence concerning claims against the Department.
Destroyed 6 years after closure under NR 0141.

5442 Request for Property Write-Off
Requests and justifications for clearing items from inventory records.
Destroyed after 4 years under NR 0023.

5443 Incident Report Forms
Cases of accident, loss, or other incident involving government property; or cases of death, injury or damage to third parties other than employees.
Destroyed after 3 years under NR 0017.

5444 Vehicle Control Files
Destroyed after 4 years under NR 0021.

5445 Vehicle Control - Registration and Credit Card Correspondence
Issue and use of departmental gasoline credit cards.
Destroyed after 7 years under NR 0024.

5446 Library - Office Files
Destroyed after 3 years under NR 0060.

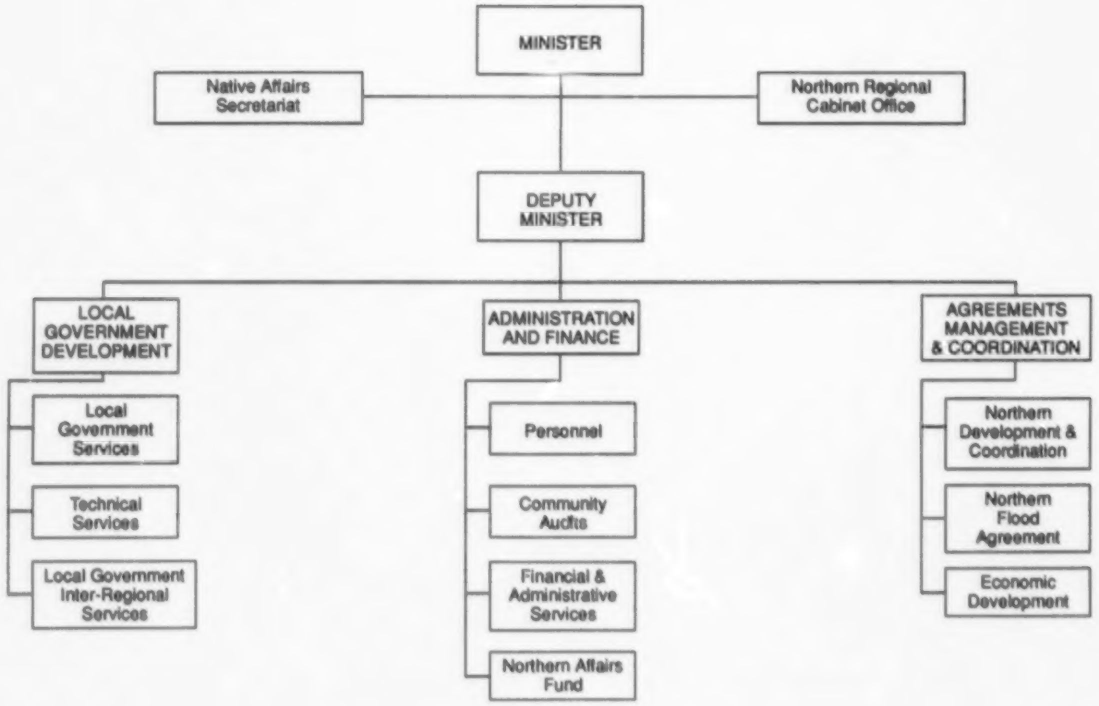
5447 Library - Books/Periodical Subscriptions
Originating request, order, invoice, correspondence with publishers.
Destroyed after 4 years under NR 0059.

MANITOBA NATURAL RESOURCES

5448 Freedom of Information - Administrative Files
Records of the development and implementation of the departmental Freedom of Information Act administrative system.
Procedural/resource manuals destroyed as updated; other documents destroyed after 4 years under NR 0316.

5449 Freedom of Information - Application Files
Records of the processing of applications for access to information under The Freedom of Information Act.
Destroyed 2 years after decision rendered under NR 0317.

# NORTHERN AFFAIRS


MINISTER
Native Affairs Secretariat
Northern Regional Cabinet Office
DEPUTY MINISTER
LOCAL GOVERNMENT DEVELOPMENT
Local Government Services
Technical Services
Local Government Inter-Regional Services
ADMINISTRATION AND FINANCE
Personnel
Community Audits
Financial & Administrative Services
Northern Affairs Fund
AGREEMENTS MANAGEMENT & COORDINATION
Northern Development & Coordination
Northern Flood Agreement
Economic Development

## MANITOBA NORTHERN AFFAIRS

5500 Manitoba Northern Affairs was created in 1974 to replace the former Commission of Northern Affairs as the coordinator of provincial government activity in Northern Manitoba. The Department supports the Minister of Northern Affairs in providing various services to the approximately 10,000 people in 56 unincorporated remote communities under the jurisdiction of The Northern Affairs Act.

The Department stimulates economic and social development and coordinates the programs and services provided by other government bodies.

The Minister is empowered under The Northern Affairs Act to participate in the improvement of local services, to administer programs designed to maximize local autonomy, to negotiate and administer agreements with the Government of Canada. The Department also ensures that other government departments and agencies administer policies and programs for the benefit of Northern Manitoba.

Internal Indexes: Departmental Coding Manual, Community Resources Manual, Local Government Operating Manual, Community Profile Manual, Financial Administration Manual, General Manual of Administration, Community Clerks Reference Manual.

5501 Applications for access to the records of Manitoba Northern Affairs may be sent to the Access Coordinator:

Freedom of Information
Access Coordinator
Manitoba Northern Affairs
200 - 500 Portage Avenue
Winnipeg
R3C 3X1
Ph: 945-2945

Arrangements for examining records and for obtaining photocopies may be made through the Access Coordinator.

All government offices are listed by community at the end of the Access Guide green pages.

5502 The Access Officers for Manitoba Northern Affairs are:

Deputy Minister
Manitoba Northern Affairs
327 - 450 Broadway
Winnipeg
R3C 0V8

MANITOBA NORTHERN AFFAIRS

5502 Assistant Deputy Minister
contd Manitoba Northern Affairs
200 - 500 Portage Avenue
Winnipeg
R3C 3X1

Assistant Deputy Minister
Manitoba Northern Affairs
59 Elizabeth Drive
Thompson
R8N 1X4

Director of Administration and Finance
Manitoba Northern Affairs
59 Elizabeth Drive
Thompson
R8N 1X4

Director of Management Services
Manitoba Northern Affairs
200 - 500 Portage Avenue
Winnipeg
R3C 3X1

MINISTER

Records

5503 **Minister - Office Files**
Transferred to Archives after 6 years under RA 0036.

5504 **Cabinet Papers**
Transferred to Archives after 4 years under RA 0037.

5505 **Appointment Books**
Transferred to Archives after 1 year under RA 0035.

5506 NATIVE AFFAIRS SECRETARIAT

The Native Affairs Secretariat is responsible for reviewing provincial funding to native organizations; reviewing government and native policy issues; meeting regularly with native organizations and interest groups; and assisting in major negotiations on native issues with the federal and other governments.

The Native Affairs Committee of Cabinet was discontinued in 1988.

MANITOBA NORTHERN AFFAIRS

5507 Applications for access to the records of the Native Affairs Secretariat may be sent to the Access Coordinator at Northern Affairs:

Freedom of Information
Native Affairs Secretariat
200 - 500 Portage Avenue
Winnipeg
R3C 3X1
Ph: 945-2945

Arrangements for examining records and for obtaining photocopies may be made through the Access Coordinator.

Records

5508 Policy Files
Transferred to Archives after 5 years under NA/NAS 0001.

5509 Administration Files
Destroyed after 6 years under NA/EC 0041.

5510 **Employee Files**
Transferred to Northern Affairs personnel administration after closure and unnecessary records destroyed under NA/EC 0042.

5511 Native Affairs Secretariat - **Office Files**
Transferred to Archives after 5 years or at change in government under NA/EC 0039.

5512 Analysts' Working Files
Working record of policy development and program coordination.
Destroyed after 1 year under NA/EC 0040.

5513 Aboriginal Constitutional Files, 1982-1988
Records of the development of Manitoba's position in the aboriginal constitutional process.
Transferred to Archives after 5 years or at change in government under NA/EC 0043.

5514 NORTHERN REGIONAL CABINET OFFICE

The Northern Regional Cabinet Office is the communications vehicle between Cabinet ministers and the people of Northern Manitoba. It assists in regional travel and tour plans for Cabinet ministers, and assists individuals/groups to gain access to appropriate ministers and their staff.

MANITOBA NORTHERN AFFAIRS

DEPUTY MINISTER

Records

5515 Deputy Minister - **Office Files**
Transferred to Archives after 6 years under NA 0038.

NUMBER 5516 NOT USED

5517 Research and Planning - **Office Files**
Destroyed after 5 years with the exception of community project files which are transferred to Archives after 5 years under NA 0066.

5518 **Employee Files**
Transferred to Personnel Services after closure and unnecessary records destroyed under NA 0067.

NUMBER 5519 NOT USED

5520 Communications - **Office Files**
Destroyed after 4 years under NA 0061.

5521 **Northern Development Agreement** Files
Records of the administration and implementation of communications activities under the Agreement.
Destroyed after 4 years under NA 0062.

5522 LOCAL GOVERNMENT DEVELOPMENT

Local Government Development services the municipal requirements of 56 unincorporated northern communities under the jurisdiction of The Northern Affairs Act. Its major objectives include the maintenance, improvement and coordination of government services and programs for Northern Manitoba.

Records

5523 Assistant Deputy Minister - **Office Files**
Destroyed after 10 years, under NA 0002.

5524 Director - **Office Files**, 1972-1979
Destroyed, subject to archival selection, under NA 0075.

5525 Community Emergency Response Program Files, 1985-1987
Correspondence with communities and fire units regarding equipment and training programs.
Destroy after 3 years under NA 0012.

5526 Community Emergency Response Program Files, Supplier Files, 1984-1987
Purchases of fire fighting equipment for Northern Affairs communities. Includes invoices and purchase requisitions.
Destroy after 4 years under NA 0011.

5527 LOCAL GOVERNMENT DEVELOPMENT
Local Government Services

Local Government Services is the field component of the division and provides assistance and training to facilitate increased autonomy of unincorporated communities in Northern Manitoba. Regional offices in Thompson, The Pas, Dauphin and Selkirk support the flow of information among communities, the Department, and various government departments and agencies.

Records

5528 **Local Government Services - Office Files**
Destroyed after 4 years under RA 0010.

5529 **Community Files**
Programs and community works sponsored in Northern Affairs communities including community council or committee minutes and resolutions, budgets and financial statements, reports from Northern Affairs trust employees (clerks and constables), proposals for community works or programs, construction progress work, coordinators reports, and correspondence with communities.
Transferred to Archives after 6 years under RA 0009A.

5530 **Day Copies**
Destroyed after 4 years under RA 0008.

5531 **Municipal Government Support - Office Files, to May 1987**
Muncipal Government Support provided training and support to community government bodies under the jurisdiction of The Northern Affairs Act. The branch was dissolved in 1987 and its duties are now undertaken by the regional directors of Local Government Services.
Destroyed after 4 years under RA 0044.

5532 LOCAL GOVERNMENT DEVELOPMENT
Technical Services

Technical Services assists the regional offices and communities in the delivery of capital infrastructure and local services, and provides engineering and technical assistance in the maintenance of local community infrastructures. Through the Preventive Maintenance Program the branch provides assistance in community infrastructure maintenance with an emphasis on encouraging and supporting community operation and maintenance of capital works projects.

Records

5533 **Technical Services - Office Files**
Destroyed after 10 years (Director's files); destroyed after 15 years (branch files), under RA 0004 and RA 0007.

## MANITOBA NORTHERN AFFAIRS

5534 Community Work Files
Records of engineering and design of projects (water, sewage, roads, bridges, docks, street lights, railway crossings, community buildings) in Northern Affairs communities including copies of council or committee resolutions, inspection reports, specifications and plans.
Destroyed 15 years after construction of utility is complete, **subject to archival selection**, under NA 0005.

5535 Reports and Tenders
Proposals for engineering and design of community projects (water, sewage roads, bridges, docks, street lights, railway crossings, community buildings) in Northern Affairs communities including feasibility studies, proposals, and tenders.
Destroyed 15 years after construction of utility is complete, **subject to archival selection**, under NA 0006.

5536 Engineering Services and Construction - **Office Files**, 1967-1978
Engineering services such as winter roads supplied by the Department to Northern Affairs communities. Many of the branch's responsibilities were transferred to other departments such as Highways and Transportation, and to various branches of the Department, in 1978.
Destroy, **subject to archival selection**, under NA 0034.

5537 LOCAL GOVERNMENT DEVELOPMENT
Local Government Inter-Regional Services

Inter-Regional Services provides services to further the local government development of communities under Northern Affairs jurisdiction. In consultation with departmental field staff, other departments, and community representatives, the branch provides the following services: assistance with land and resource use planning; community planning; recreation development; support to the Northern Affairs' constable, fire and emergency support programs; and the administration of the northern component of the **Manitoba Community Places Program**.

Records

5538 **Northern Community Assets** Program Files
Program administration including applications, assessments, approvals, project certification forms, financial activity reports, invoices, payroll records, cancelled cheques, and payment requests.
Destroyed 6 years after closure with the exception of deferred and withdrawn projects which are destroyed after 4 years under NA 0076.

5539 Community Places Program Files
Administration of the northern component of the **Manitoba Community Places Program**. Includes applications, assessments, approvals, project certification forms, financial activity reports, invoices, payroll records, cancelled cheques, and payment requests.
Destroyed 6 years after closure with the exception of deferred and withdrawn projects which are destroyed after 4 years under NA 0077.

MANITOBA NORTHERN AFFAIRS

5540 Land and Resource Use Planning Files
Boundary files; bylaw files pertaining to subdivsion of private and Crown land; land and resource use planing files including maps identifying resource users; and minutes of the Crown Lands Classification committee and the Licensing Advisory Committee. Community boundary, bylaw and subdivision files destroyed 10 years after closure; Committee minutes destroyed after 2 years; and land and resource use planning files transferred to Archives after 10 years under NA 0082.

5541 ADMINISTRATION AND FINANCE

Administration and Finance provides financial and human resource management services to the Department. It is also responsible for Northern Affairs community audits.

Internal Indexes: Office Files - File Plan.

Records

5542 Director - **Office Files**
Destroyed after 10 years under NA 0013.

5543 Administration and Finance - **Office Files**
Destroyed after 3 years under NA 0087.

5544 Community By-laws
Community by-laws and log book.
Transferred to Archives after 10 years under NA 0085.

5545 ADMINISTRATION AND FINANCE
Personnel

Personnel is responsible for centralized personnel administration and human resource development for departmental staff including the following services; payroll, recruitment and staffing, position analysis, classification and evaluation, salary and benefits administration, labour relations, staffing budget control and staff development initiatives.

Records

5546 Personnel - **Office Files**
Destroyed after 2 years under NA 0017.

5547 **Competition Files**
Destroyed after 10 years under NA 0041.

5548 **Employee Files** - Casual and **Northern Affairs Trust Fund**
Transferred to Archives after 60 years under NA 0042.

5549 **Employee Files** - Regular and Term
Destroyed 60 years after closure under NA 0040.

5550 **Employee Files** - Student Temporary Employment Program (STEP)
Destroyed after 15 years under NA 0039.

5551 **Payroll System** - Payroll Registers
Destroyed after 7 years under NA 0018.

5552 ADMINISTRATION AND FINANCE
Community Audits

Community Audits provides an independent appraisal service to community councils to ensure that funds received are spent in accordance with policies and procedures. Staff audit the financial records of Northern Affairs communities and provide analyses and recommendations upon request.

Records

5553 Audit Reports and Working Papers (Communities)
Audits of Northern Affairs communities including petty cash, bank reconciliation, trust accounts, receipts, disbursements, conditional funding, payroll, **accounts receivable**, **accounts payable**, capital equipment, council minutes and resolutions.
Transferred to Archives after 7 years under NA 0014.

5554 Audit Reports and Working Papers (Special Projects)
Specific audits requested by Northern Affairs management.
Transferred to Archives after 7 years under NA 0015.

5555 Audits - Interdepartmental Correspondence
Destroyed after 2 years under NA 0016.

5556 ADMINISTRATION AND FINANCE
Financial and Administrative Services

Financial and Administrative Services provides operational and financial control by monitoring expenditures against the approved budgets and preparing the departmental estimates.

Records

5557 **Voucher Accounting System** - A
Destroyed after 4 years under NA 0001.

5558 **Voucher Accounting System** - R
Destroyed after 3 years under NA 0021.

5559 **Voucher Accounting System** - T (1-6)
Destroyed after 3 years under NA 0020.

MANITOBA NORTHERN AFFAIRS

5560 **Voucher Accounting System** - V
Destroyed after 3 years under NA 0022.

5561 **Vehicle Control Records**
Destroyed after 6 years under NA 0046A.

5562 **Financial Files including Voucher Accounting System** - M, T
Estimates, budgeting documentation.
Destroyed after 7 years under NA 0086.

5563 ADMINISTRATION AND FINANCE
Northern Affairs Fund

Northern Affairs Fund administers the property taxation system within Northern Affairs jurisdiction in accordance with The Northern Affairs Act. The Fund maintains a record of assessed properties, taxes levied, and collected for Northern Affairs communities. A trust fund is administered which holds and disburses funds held on behalf of Northern Affairs communities.

Records

5564 Taxation Administration Files
Administration of the property tax system in Northern Manitoba. Includes budget and budget by-law, reports regarding properties qualifying for provincial tax credits, tax cancellation by-laws, assessment change forms, trial balances, bank reconciliations, and correspondence with Land Titles, Rural Development, and Manitoba Justice.
Destroyed after 12 years under NA 0073.

5565 Community Property Tax Files
Administrative correspondence concerning taxation, tax arrears on individual properties, and community tax status reports.
Destroyed after 5 years under NA 0074.

5566 **Tax Rolls**
Taxes levied and paid in Northern Affairs communities.
Transferred to Archives after 15 years under NA 0019.

5567 Taxation Collection Records
Property taxes levied and collected annually in Northern Affairs communities including tax certificates, notices, receipts, and assessment notices.
Destroyed after 12 years under NA 0003.

5568 **Northern Affairs Trust Fund** - General Ledger
Transferred to Archives after 20 years under NA 0023.

5569 **Northern Affairs Trust Fund - Invoices**
Destroyed after 7 years under NA 0043.

5570 **Northern Affairs Trust Fund** - Cheque Registers
Destroyed after 7 years under NA 0026.

MANITOBA NORTHERN AFFAIRS

5571 **Northern Affairs Trust Fund** - Payroll - Cancelled Cheques
Destroyed after 7 years under NA 0025.

5572 **Northern Affairs Trust Fund** - Accounts Payable - Cancelled Cheques
Destroyed after 7 years under NA 0024.

5573 **Northern Affairs Trust Fund** - Payroll Journal
Destroyed after 12 years under NA 0027.

5574 **Northern Affairs Consolidated Trust Fund** - General Ledger, 1974-1978
Transfer to Archives after 20 years under NA 0028.

5575 AGREEMENTS MANAGEMENT AND COORDINATION

Agreements Management and Coordination is responsible for the overall direction, coordination and administration of the Northern Flood Agreement, Northern Development Coordination and Economic Development branches. The division is responsible for the leadership of cost-shared developmental programs and entrepreneurial services to northern people and communities.

Records

5576 Assistant Deputy Minister - **Office Files**
Destroyed after 10 years, **subject to archival selection,** under NA 0054.

5577 AGREEMENTS MANAGEMENT AND COORDINATION
Northern Development and Coordination

Northern Development and Coordination provides coordination, monitoring, analysis and negotiation support for provincial as well as federal-provincial programs directed at Northern Manitoba. All cost-shared **Northern Development Agreement** services and initiatives that are provincial responsibilities are administered by the branch.

Records

5578 **Northern Development Agreement - Office Files**
Destroyed after 10 years under NA 0056.

5579 Activity Files
Coordination of projects authorized under the **Northern Development Agreement** and delivered by Manitoba. Includes project authorization forms, progress reports, and project evaluation.
Destroyed after 10 years under NA 0055.

5580 Manitoba Interim Northlands Agreement Project Files, 1974-1980
Administration of programs administered under the Agreement. The Interim Northlands Agreement and its successor the Canada-Manitoba Northlands Agreement were federal-provincial agreements which stressed socio-economic development, increased employment opportunities and improved living standards for northerners.
Destroy in 1991, **subject to archival selection,** under NA 0049A.

## MANITOBA NORTHERN AFFAIRS

5581 AGREEMENTS MANAGEMENT AND COORDINATION
Northern Flood Agreement

Northern Flood Agreement directs the delivery of required services to the communities of Nelson House, Cross Lake, Norway House, Split Lake and York Factory in accordance with Manitoba's legal obligations under the Northern Flood Agreement. Signed in 1977 by the Province of Manitoba, Canada, Manitoba Hydro and the Northern Flood Committee Inc., the Agreement was designed to provide compensation to individuals and communities adversely affected by hydro development. Activities undertaken by the branch include the negotiation of arbitration settlement claims, assisting affected communities in preparing and advancing compensation claims, and the monitoring of compliance to negotiated settlements.

Records

5582 Northern Flood Agreement - Office Files
Destroyed after 5 years under NA 0059.

5583 Northern Flood Agreement Article Files
Interpretation and implementation of the Northern Flood Agreement. Includes proposals, analyses of obligations, preliminary legal opinions of Crown counsel, administrative instructions, Treasury Board submissions, costs analyses, and correspondence among the four parties to the agreement.
Destroyed after 10 years, subject to archival selection, under NA 0058.

5584 Litigation Files
Arbitration in accordance with the Northern Flood Agreement and appeals of arbitration decisions. Files include instructions to legal counsel, documents generated by examination for discovery such as affidavits, applications for hearings, interim and final orders, legal bills of claimants, and judgments of arbitrator or the Court of Appeal.
Transferred to Archives 7 years after closure under NA 0057.

5585 Indian Land Claims Working Group Files, 1978-1981
Policy and advice regarding land claims considered by the working group.
Transfer to Archives under NA 0060.

5586 AGREEMENTS MANAGEMENT AND COORDINATION
Economic Development

Economic Development provides management and financial services to current and prospective entrepreneurial business ventures within Northern Affairs jurisdiction. Financial, consulting and training assistance is provided to community residents in the initiation, development and implementation of business proposals and related operational plans.

MANITOBA NORTHERN AFFAIRS

Records

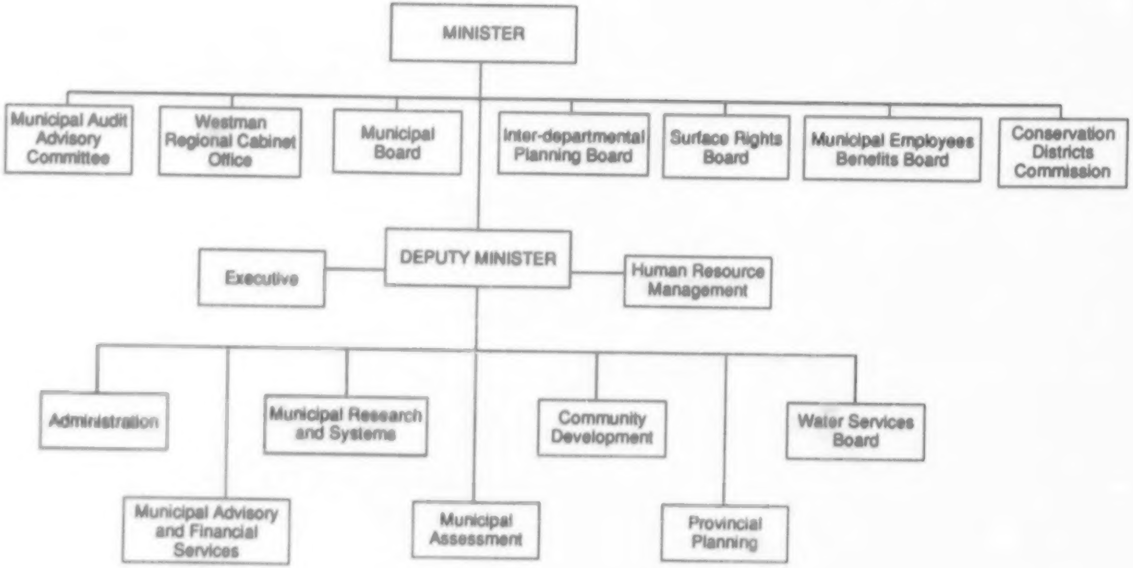
5587 **Special ARDA - Office Files**
Destroyed after 7 years under NA 0053.

5588 **Special ARDA** - Committee Files
Deliberations and recommendations of the Committee.
Transferred to Archives after 10 years under NA 0052.

5589 **Special ARDA - General Ledger**
Transferred to Archives after 7 years under NA 0050.

5590 **Special ARDA** - Project Files
Application for, and monitoring **Special ARDA** grants. Includes application form, project review and analysis, contract, letter of offer, correspondence with applicant, receipts, and project invoices. Destroyed 7 years after closure, **subject to archival selection**, under NA 0051.

# RURAL DEVELOPMENT


MINISTER
Municipal Audit Advisory Committee
Westman Regional Cabinet Office
Municipal Board
Inter-departmental Planning Board
Surface Rights Board
Municipal Employees Benefits Board
Conservation Districts Commission
DEPUTY MINISTER
Executive
Human Resource Management
Administration
Municipal Advisory and Financial Services
Municipal Research and Systems
Municipal Assessment
Community Development
Provincial Planning
Water Services Board

MANITOBA RURAL DEVELOPMENT

5650 Manitoba Rural Development was initially established as the Office of the Municipal Commissioner in 1886 with the passage of The Municipal Act. The growth of provincial and municipal services resulted in the formation of the Department of Municipal Affairs in 1953. In 1989 the Department was named Rural Development to reflect a broadened mandate.

It is responsible for municipal-provincial relations in Manitoba, provides assessment services to all municipalities outside Winnipeg, and advice and technical support to local governments, community organizations, and individuals on matters relating to land use planning, conservation of natural resources, safe waters provisions, sewage facilities, and rural economic development. The Department also represents provincial land use interests.

Internal Indexes: Municipal Officials.

5651 Applications for access to the records of Manitoba Rural Development may be sent the Access Coordinator:

Freedom of Information
Access Coordinator
Manitoba Rural Development
332 - 450 Broadway
Winnipeg
R3C 0V8
Ph: 945-4074

Arrangements for examining records and for obtaining photocopies may be made through the Access Coordinator.

All government offices are listed by community at the end of the Access Guide green pages.

5652 The Access Officer for Manitoba Rural Development is:

Manager
Administrative and Financial Services
Manitoba Rural Development
332 - 450 Broadway
Winnipeg
R3C 0V8

MINISTER'S OFFICE

Internal Indexes: Municipal and Planning Districts Files, Departmental Files - File Key.

## Records

5653 **Minister's Office - Municipal and Planning Districts Files**
Development and implementation of policy concerning municipalities including maps, plans, by-laws and petitions as well as complaints from ratepayers on issues such as assessment, planning and drainage. Transferred to Archives after 6 years under RD/MA 0003.

5654 **Departmental Files**
Development and implementation of departmental policy. Transferred to Archives after 6 years under RD/MA 0002.

5655 **Treasury Board and Cabinet Files**
Transferred to Archives after 6 years under RD/MA 0001.

## MINISTERIAL RESPONSIBILITIES

## 5656 MUNICIPAL AUDIT ADVISORY COMMITTEE

The Municipal Audit Advisory Committee is responsible for the review of audit assignments and fee structures. The Committee also makes recommendations to the Minister. It is composed of representatives of the Department, the Union of Manitoba Municipalities, and the Manitoba Association of Urban Municipalities.

## 5657 WESTMAN REGIONAL CABINET OFFICE

The Westman Regional Cabinet Office provides southwestern Manitoba residents with information and assistance in their dealings with government on matters ranging from drought aid to park development.

## 5658 MUNICIPAL BOARD

The Municipal Board is a quasi-judicial body which hears appeals of assessments. appeals against decisions of the approving authority, objections to zoning by-laws, applications for cancellation and approval of a new plan of subdivision, and referrals by the Minister. The Board considers all capital borrowing applications by municipalities and hospital districts and provides for the preparation and issuance of debentures. Among its enabling statutes are The Municipal Board Act, The Municipal Act, The Municipal Assessment Act, and The Planning Act.

## Records

5659 **Municipal Board - Office Files**
Destroyed after 4 years, subject to archival selection of general files, under RD/MA 0032 and RD/MA 0033.

Send Applications to Access Guide 5651

## MANITOBA RURAL DEVELOPMENT

5660 Municipal Board Orders
Transferred to Archives after 15 years under RD/MA 0016.

5661 Minute Books
Deliberations and decisions of the Board.
Transferred to Archives after 15 years under RD/MA 0017.

5662 Hearing Tapes
Recordings of Municipal Board hearings.
Transferred to Archives after 3 years under RD/MA 0029.

5663 Appeal Record Books
Register of all appeals to the Municipal Board including type of appeal, the name of the applicant, and hearing date.
Transferred to Archives once volume is complete under RD/MA 0034.

5664 Approving Authority Appeal Files (Subdivision Orders)
Appeals of decisions of the approving authority. Includes Municipal Board orders, certificates of title, applications for subdivision approvals, departmental refusals or denials, council resolutions, and exhibits.
Transferred to Archives after 10 years under RD/MA 0019.

5665 Assessment Appeals Files
Appeals of Court/Board of Revision decisions regarding property classifications and assessment amounts. Includes Court/Board of Revision decisions, letters of appeal, relevant correspondence and all exhibits.
Transferred to Archives after 10 years under RD/MA 0020.

5666 Equalized Assessment Files
Appeals to Municipal Board regarding equalized assessments.
Transferred to Archives after 10 years under RD/MA 0021.

5667 City of Winnipeg Zoning By-laws Files
Appeals of City of Winnipeg zoning by-laws. Includes petitions, subdivision plans, and Municipal Board orders.
Transferred to Archives after 5 years under RD/MA 0027.

5668 Board Zoning Appeals (Municipal)
Appeals of municipal zoning by-laws. Records include copies of Municipal Board orders, notices of public hearings, objections filed against zoning by-laws, affidavits, photographs, agendas, and receipts for monies received for filing and hearing fees.
Transferred to Archives after 10 years under RD/MA 0040.

5669 Local Improvements Files
Appeals of decisions concerning local improvements. Includes Municipal Board agendas, minutes, orders, affidavits, and copies of by-laws.
Transferred to Archives after 10 years under RD/MA 0042.

MANITOBA RURAL DEVELOPMENT

5670 The Clean Environment Act Appeals
Appeals of decisions of Clean Environment Commission. Includes Orders-in-Council, resolutions, notices of public hearings, certificates of title, affidavits and subdivision maps.
Transferred to Archives after 10 years under RD/MA 0046.

5671 Miscellaneous Appeals Files
Appeals of various issues such as drainage, school levies (balanced assessment), special surveys, and acquisition of land outside municipality. Includes resolutions, Orders-in-Council, Municipal Board orders, petitions, by-laws, maps, reports and Municipal Board decisions.
Transferred to Archives after 10 years under RD/MA 0036 and RD/MA 0037.

5672 Exhibits
Exhibits submitted with appeals to the Municipal Board. Includes reports, affidavits, by-laws, plans, and other evidential documentation.
Transferred to Archives after 8 years under RD/MA 0043.

5673 Maps and Plans
Maps of municipalities and subdivision plans submitted with appeals to the Board.
Transferred to Archives after 10 years under RD/MA 0041.

5674 Planning Statement/Development Plan/ Planning Districts
Amendments and Adoption of Planning Statements and Development Plans. Applications from municipalities to form planning districts. Includes notices of hearings, council resolutions, Orders-in-Council, agendas, reports and recommendations of the Municipal Board, and exhibits.
Transferred to Archives after 7 years under RD/MA 0031.

5675 Plans - Cancellations and Approvals
Applications for the cancellation/ approval of all or parts of subdivision plans including Municipal Board orders, meeting agendas and minutes, proposed plans, exhibits, affidavits, and ministerial consents.
Transferred to Archives after 10 years under RD/MA 0025.

5676 Town Planning Scheme Files
Objections to, variations and orders on, town planning schemes. Includes planning schemes, petitions and Municipal Board orders.
Transferred to Archives after 3 years under RD/MA 0026.

5677 Variation and Discharge of Building Restriction Caveat Files
Applications for amendment variance or discharge of building restriction caveats. Files include public notices, Municipal Board orders, council recommendations regarding applications, and certificates of title and all exhibits pertaining to applications.
Transferred to Archives after 10 years under RD/MA 0023.

MANITOBA RURAL DEVELOPMENT

5678 Boundary Alterations Files
Inquiries and hearings concerning alterations of municipal boundaries. Includes resolutions of municipal councils, Municipal Board orders, submissions for boundary alterations, and reports and recommendations to the Minister.
Transferred to Archives after 8 years under RD/MA 0045.

5679 Municipal Borrowing Files
Applications for approvals of municipal borrowing and capital financing. Includes copies of Municipal Board orders, municipal by-laws, records of debentures issued, and **financial statements**.
Destroyed after 20 years, **subject to archival selection**, under RD/MA 0039.

5680 School Division Borrowing
Submissions from school divisions for approval to borrow money to finance construction of schools. Includes by-laws, **financial statements**, copies of Municipal Board orders, and records of debentures issued.
Destroyed after 20 years, **subject to archival selection**, under RD/MA 0038.

5681 **Budget Estimates** Files
Destroyed after 3 years under RD/MA 0030.

5682 Cash Receipt Ledger
Transferred to Archives after 7 years under RD/MA 0047.

5683 **Invoices** and Receipts Books
Destroyed after 7 years under RD/MA 0048.

5684 Personnel - **Office Files** and **Employee Files**
Destroyed after 7 years (Office Files); transferred to Archives 7 years after closure (Employee Files) under RD/MA 0024.

5685 Cheque Register, 1917-1979
Transfer to Archives under RD/MA 0049.

5686 INTERDEPARTMENTAL PLANNING BOARD

The Interdepartmental Planning Board provides interdepartmental and inter-agency coordination in the development and implementation of land use policies and programs. Its membership includes deputy ministers, or their designates, of government departments with a significant interest or role in land use planning.

Records

5687 Interdepartmental Planning Board Files
Agendas, minutes, policy statements, and recommendations of the Board.
Transferred to Archives after 8 years under RD/MA 0012.

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5688 SURFACE RIGHTS BOARD

The Surface Rights Board adjudicates problems which arise between operators and owners or occupants with respect to right of entry to explore for oil and natural gas rights, and determines compensation to be paid for surface rights. The Board is also responsible for assuring the maintenance, preservation, and restoration of the surface of the land when the site is abandoned.

Records

5689 Surface Rights Board - Office Files
Destroyed after 10 years with the exception of Board minutes which are transferred to Archives under RD/MA 0301.

5690 Applications
Applications received by the Board from oil company operators and landowners requesting Board intervention in matters concerning right of entry, compensation, compensation review, and tortious acts. Includes abandonment orders, proofs of service, plot plans, notices of viewing and hearing, Board orders.
Destroyed 10 years after issuance of Board order under RD/MA 0302.

5691 Surface Rights Board - Board Orders
All orders issued with respect to right of entry, compensation, review of compensation tortious acts, and abandonments.
Transferred to Archives after 21 years under RD/MA 0305.

5692 Abandonment Notices
Notices from oil company operators to landowners. Files include proofs of service, plot plans, abandonment certificates, Board orders, and correspondence.
Destroyed 10 years after filing under RD/MA 0303.

5693 Registered Leases
All registered leases for oil and surface rights in Manitoba including plot plans.
Destroyed 10 years after date of filing under RD/MA 0304.

5694 MUNICIPAL EMPLOYEE BENEFITS BOARD

The Municipal Employee Benefits Board administers a pension plan, a group life insurance plan, a disability benefits plan for municipal and quasi-municipal employees. All monies related to the plans including contributions, income from investments, interest, and proceeds from sales of securities are deposited to the fund.

5695 CONSERVATION DISTRICTS COMMISSION

The Conservation Districts Commission was established under The Conservation District Act to act as an intermediary between the Minister

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5695 contd of Natural Resources and conservation district boards. The Commission provides an overview of district operations and budgets, reviews and approves district plans, provides advice and guidance to district boards, and advises the Minister in matters regarding conservation districts.

Records

5696 Secretariat Files
Minutes, directives, and program and budget records.
Transferred to Archives after 10 years under RD 0274.

DEPUTY MINISTER

Internal Indexes: Office and Municipality Files - File Key.

Records

5697 Deputy Minister - Office Files
Destroyed after 10 years with the exception of files concerning associations, legislation, departmental branches, and planning districts which are transferred to Archives after 15 years, under RD/MA 0114, RD/MA 0115, RD/MA 0116, RD/MA 0117, RD/MA 0118, and RD/MA 0119.

5698 Municipality Files
Development and implementation of policy concerning municipalities including maps, plans, by-laws and petitions. Also includes complaints from ratepayers on issues such as assessment, planning and drainage. Transferred to Archives after 15 years under RD/MA 0004.

5699 Day Copies
Destroyed after 5 years RD/MA 0113.

5700 EXECUTIVE BOARD

The Executive Board guides departmental programs and establishes directives. It consists of branch directors and is chaired by the Deputy Minister.

5701 HUMAN RESOURCE MANAGEMENT

Human Resource Management provides the following services to the Department: recruitment, selection, position classification, performance appraisal, labour relations, human resource planning, staff training and development, and counselling.

Internal Indexes: Office Files - File Key.

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Records

5702 Human Resource Management - Office Files
Destroyed after 7 years under RD/MA 0144.

5703 Competition Files
Destroyed after 2 years or once audit is completed under RD/MA 0147.

5704 Civil Service Commission Bulletins
Destroyed after 1 year under RD/MA 0148.

5705 Position Files
Destroyed once superseded under RD/MA 0155.

5706 Employee Files
Destroyed 60 years after closure under RD/MA 0145.

5707 Attendance Reports
Destroyed after 10 years under RD/MA 0151.

5708 Record of Employment - Employment and Immigration Canada
Destroyed after 6 years under RD/MA 0150.

5709 Payroll System - Reports
Destroyed after 4 years under RD/MA 0146.

5710 Payroll System - Increment Worksheets
Destroyed after 1 year under RD/MA 0153.

5711 MEIS - Change Registration and Commitment, Documents
Destroyed after 5 years under RD/MA 0149.

5712 MEIS - Reports
Destroyed after 1 year under RD/MA 0152.

## 5713 ADMINISTRATION

Administration coordinates the Department's financial resources and directs its administrative operations. The branch is responsible for departmental public information services, maintains a library of holdings concerning municipal affairs, and provides reference services to staff and to the public.

Records

5714 Director - Office Files
Destroyed after 7 years under RD/MA 0120.

5715 Levy Payments - Duplicate Receipts
Receipts for payment of municipal assessment levies.
Destroyed after 2 years, subject to archival selection, under RD/MA 0128.

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5716 **Municipal Levies**
Calculation of the mill rate and municipal levies including name of municipality, equalized assessment, municipal assessment levy, guarantee bond charge, Local Government District administration levy, welfare levy, and total of assessments levies.
Destroyed after 6 years under RD/MA 0127.

5717 **Rural Municipalities Local Government District Files**
Plans, minutes of council meetings, copies of by-laws and Orders-in-Council, copies of municipal resolutions concerning road opening/closing/ widening, Main Street Manitoba Projects, and public improvements.
Transferred to Archives after 10 years under RD/MA 0122.

5718 **Soldiers' Taxation Relief Files**
Claims made under The Soldiers Taxation Relief Act. Includes municipal resolutions, applications, approvals, and related correspondence. The Soldiers Taxation Relief Act requires municipalities to exempt, or partially exempt, certain veterans or their qualifying survivors from municipal taxes.
Destroyed after 7 years, subject to archival selection, under RD/MA 0123.

5719 **Municipal Bonding Files**
Fidelity bond applications and agreements, and related correspondence. Fidelity Bonding insures against the loss of money and securities, arising from theft.
Destroyed after 2 years under RD/MA 0125.

5720 **Orders-in-Council - Financial Management**
Destroyed after 1 year under RD/MA 0124.

5721 **Budget Estimates Files**
Destroyed after 6 years under RD/MA 0129.

5722 **Cash Flow Projection**
Destroyed after 4 years under RD/MA 0136.

5723 **Variance Reports**
Destroyed after 4 years under RD/MA 0139.

5724 **Cash Receipts - Accounts Receivable**
Destroyed after 6 years under RD/MA 0134.

5725 **Statement of Deposits**
Destroyed after 4 years under RD/MA 0130.

5726 **Purchase Requisitions**
Destroyed after 4 years under RD/MA 0131.

5727 **Voucher Accounting System and General Ledger System Reports**
Destroyed after 4 years under RD/MA 0137.

5728 **Voucher Accounting System** Files
**Voucher Accounting System** A-F and **invoices** payable.
Destroyed after 4 years under RD/MA 0132.

5729 **Voucher Accounting System** - H
Destroyed after 5 years under RD/MA 0138

5730 Accounting Ledgers, 1923-1980
Departmental appropriation ledgers.
Transfer to Archives under RD/MA 0135.

5731 **Accountable Advances** - Requests
Destroyed 2 years after repayment of advance under RD/MA 0133.

5732 **Vehicle Control** Records
Destroyed after 4 years under RD/MA 0126.

## 5733 MUNICIPAL ADVISORY AND FINANCIAL SERVICES

Municipal Advisory and Financial Services provides budgeting and financial expertise to municipal government, establishes standards for municipal financial reporting, and administers statutory controls over municipal finances. It also administers the municipal grants program and provides services to other provincial departments regarding municipal financial matters. In addition, the branch provides an administrative liaison with municipal councils and secretary-treasurers, and supervises Local Government Districts.

Internal Indexes: **Office Files** - File Key.

Records

5734 Municipal Advisory and Financial Services - **Office Files**
Destroyed after 7 years under RD/MA 0174.

5735 Municipal Correspondence Files
Correspondence with municipalities regarding financial matters.
Destroyed after 7 years under RD/MA 0175.

5736 Monthly Statements
Financial status of municipalities on a monthly basis including the following statements: general operating fund balance sheets, general operating capital fund balance sheets, general operating comparisons of budgeting and actual revenue, comparisons of budgeted and actual expenditures, utility operating fund balance sheets, utility operating fund statements of revenue and expenditure.
Destroyed after 1 year under RD/MA 0176.

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5737 Municipal Budget and Audited Financial Reports
Annual budget estimates and audited financial statements for all municipalities. Includes budget review questionnaires, copies of by-laws, and working papers. Audited financial reports include balance sheets, revenue and expenditure statements, general and utility funds, reserve funds and debenture schedules.
Destroyed 3 years after microfilming (originals); transferred to Archives (microfilm) under RD/MA 0178.

5738 Consolidated Municipal Financial Reports
Municipal financial data including balance sheets, revenue and expenditures (general and utility), debenture schedule, reserve funds and assessment information.
Destroyed after 7 years (originals); transferred to Archives (microfilm) under RD/MA 0180.

5739 Municipal Budgets Files
Monitoring of annual budget estimates of municipalities including budget review questionnaires and copies of by-laws.
Destroyed after 3 years (originals); destroyed after 25 years (microfilm) under RD/MA 0181.

5740 Capital Finance Debenture Files
Monitoring of the capital financing of projects by school divisions. Includes debenture information sheets, by-law payment receipts, Municipal Board orders, copies of by-laws (local improvement and general borrowing) and schedules, and copies of financial information sheets.
Destroyed upon maturity under RD/MA 0184.

5741 Capital Finance Debenture Files
Monitoring of municipal and hospital district financing and capital financing of public libraries including by-law payment receipts, Municipal Board orders, municipal by-laws and schedules, supplementary schemes, worksheets, application affidavits, questionnaires, copies of public notices, and statutory declarations.
Destroyed after project financing have been completed and deventure has matured under RD/MA 0190A.

5742 Finance Files
Maturity schedules of municipal debentures and by-law schedules.
Destroyed after 20 years or when debenture matures under RD/MA 0193.

5743 Assessment Records
Municipal assessment recapitulation by school division, by school division within ward, and by hospital district.
Destroyed after 1 year under RD/MA 0194.

5744 Quasi-Municipal Organization Statements
Audited financial statements for all quasi-municipal organizations including balance sheets, and revenue and expenditure statements. The organizations include planning districts, unincorporated village districts, weed control districts, and recreation commissions and boards.
Destroyed after 3 years under RD 0198.

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5745 Local Government Districts
Administration and coordination of local government districts including cheque listings, minutes, resolutions and related correspondence.
Destroyed after 3 years, subject to archival selection of minutes and resolutions, under RD/MA 0177.

5746 By-Law Cancellation Files
Authority for the cancellation of taxes and debts owing to a municipality. Includes copies of tax cancellation by-laws and schedules, statutory declarations and related correspondence.
Destroyed after 7 years under RD/MA 0182.

5747 Grants in Lieu of Taxes
Payment of grants to municipalities in lieu of taxes including Voucher Accounting System - A, tax statements and related correspondence.
Destroyed after 7 years under RD/MA 0188.

5748 Manitoba Municipal Community Assets Program
Initiation and administration of the Manitoba Municipal Community Assets Program. Includes applications, approvals, payments of assistance, and correspondence.
Destroyed after 6 years under RD/MA 0186.

5749 Resident Homeowners' Tax Assistance and Pensioners' School Tax Assistance
Assistance under the following programs: rural Pensioners' School Tax Assistance Program, Winnipeg Pensioners' School Tax Assistance Program, Rural Resident Homeowners' Program, Winnipeg Resident Homeowners' Program.
Destroyed after 6 years under RD/MA 0185.

5750 Main Street Manitoba
Administration of the Main Street Manitoba Program including applications for project approvals, copies of speeches, Orders-in-Council, memoranda of agreement, departmental pre-clearance forms, project proposals, copies of Voucher Accounting System reports and project claim forms.
Destroyed 7 years after final payment has been made, subject to archival selection, under RD/MA 0179.

5751 Manitoba Water Services Board Municipal Board Files (Copies)
Municipal water services projects including municipal resolutions, project proposals, Board offers, by-laws, minutes, agendas, financial statements, studies and progress reports.
Destroyed after 1 year under RD/MA 0187.

5752 Voucher Accounting System and Invoices (Accounts Payable and Accounts Receivable)
Destroyed after 4 years under RD/MA 0197.

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5753 MUNICIPAL RESEARCH AND SYSTEMS

Research and Systems was established to provide data processing services to the Department as well as municipal governments, primarily in the production of assessment notices and rolls, and tax statements and rolls. It also provides a research service to departmental executive.

Internal Indexes: **Office Files** - File Plan; Organization/Seminar Files - File Plan.

Records

5754 Research and Systems - **Office Files**
Destroyed after 10 years, with the exception of files concerning other departmental branches, other provinces and the federal government, which are destroyed after 1 year, and administrative files which are destroyed after 5 years, under RD/MA 0205, RD/MA 0208, RD/MA 0209, RD/MA 0210 and RD/MA 0211.

5755 Organizations/Seminars
Conference and educational material concerning municipal government organizations such as the Manitoba Association of Urban Municipalities. Destroyed after 5 years under RD/MA 0207.

5756 Assessment Sales Data - **Computer System**
Data base of property sales in Manitoba. Information for each sale includes roll number, municipal number, legal description, assessment, sale value. Reports indicate relationships between sale value and assessed value.
Continuously updated and destroyed after every 10th cycle (master file) under RD/MA 0202.

5757 Assessment - **Computer System**
Assessment data for all of Manitoba with the exception of the City of Winnipeg. Assessment roll listing includes name of owner, certificate of title, legal description, frontage/acreage, ward, school division, hospital district, neighbourhood, building classification, assessed value, tax status.
Continuously updated (master electronic file); destroyed variably (input and output) with the exception of the microform of the assessment roll listing which is transferred to Archives under RD/MA 0212A.

5758 Assessment Policy
Current and proposed policies relating to the real property assessment system.
Destroyed after 5 years, subject to archival selection, under RD/MA 0206.

5759 Assessment System Documentation
Technical requirements of a computerized assessment system.
Destroyed once system is obsolete under RD/MA 0204.

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5760 **Court/Board of Revision Balance Sheets and Form A**
Court/Board of Revision changes ordered in assessment rolls. Includes notices, rolls, and recapitulations of assessment.
Destroyed after 2 years under RD/MA 0201.

5761 **Water Billing Utility System - Computer System**
Data base which produces water bills and summaries for municipalities. Continuously updated and destroyed after 6 generations (master file); input (water meter books, updates) and output (water bills and summaries) with municipal offices under RD/MA 0203.

### 5762 MUNICIPAL ASSESSMENT

Municipal Assessment conducts assessment in all municipalities with the exception of the City of Winnipeg and prepares assessment summaries for the province and for Manitoba Education. It ensures a fair and equitable assessment system by establishing and maintaining assessment regulations and procedures applicable to the City of Winnipeg and rural and Northern Manitoba. Field offices throughout Manitoba provide this service in 10 locations.

Records

5763 **Assessment - Office Files**
Destroyed after 5 years under RD/MA 0243A.

5764 **Field Sheet Files**
Information concerning each assessment roll entry in Manitoba with the exception of the City of Winnipeg. Entries may include building data, acreage, land and building assessment, property coding, aerial photographs, sales and ownership information.
Destroyed after 10 years under RD/MA 246A.

5765 **Records Update Forms**
Ownership and assessment amendments for assessment roll entries.
Destroyed once superseded under RD/MA 0248.

5766 **Sales Information**
Assessment roll entries affected by real estate transactions. Includes basic sales data such as amounts paid, names of vendors and purchasers.
Destroyed after 20 years under RD/MA 0249.

5767 **Net Income Statements (Income and Rental Data)**
Net income statements from all property owners with rental income in Manitoba with the exception of the City of Winnipeg.
Destroyed after 5 years under RD/MA 0251A.

5768 **Equalized Assessment and Balanced Assessment**
Municipal equalized and balanced assessments by school division.
Destroyed after 10 years under RD/MA 0253.

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5769 Cost Letters
Construction costs of commercial, farm, industrial, and certain residential properties.
Destroyed after 5 years under RD 0255.

5770 Farm Corporation Returns
Annual returns filed by farm corporations with Corporations Branch, Manitoba Cooperative, Consumer, and Corporate Affairs. Returns include names of shareholders, and shares held by each. May also record occupation and income of shareholder.
Destroyed after 10 years under RD 0256.

5771 Plans and Maps
Plans and maps of all municipal corporations in Manitoba with the exception of the City of Winnipeg. Includes registered plans (copies) of all subdivisions, parcel plans, road plans, drain plans, special plot plans, maps, township survey plots, atlases and assessment maps.
Destroyed once superseded under RD/MA 0245.

5772 Municipal Correspondence
Communication between the branch, municipal corporations and property owners in Manitoba. Includes additions and cancellations to tax rolls, complaints to Court/Board of Revision and consequent changes, railway and pipeline summaries, and information concerning Crown land, pastures, and wildlife.
Destroyed after 5 years under RD/MA 0250A.

5773 Appeal Board Material
Assessment appeal decisions and related correspondence including decisions of the Municipal Board and the Court of Queen's Bench, and submissions to the Municipal Board.
Destroyed after 5 years under RD/MA 0252A.

5774 Manual Research Files
Background material for compilation of assessment manuals. Includes costs of construction and building materials, such as insulation, drainage, floor and roof systems, and masonry.
Destroyed after 10 years, subject to archival selection, under RD/MA 0244.

5775 Training Files
Course material used to train assessors. Includes text books, manuals, stated cases, and examinations.
Destroyed after 15 years under RD/MA 0242.

5776 Employee Files
Transferred to Human Resource Management after closure with the exception of expense accounts and mileage claims which are destroyed after 5 years under RD/MA 0241.

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5777 **Manitoba Assessment Computer System (MACS)**
Property valuation and identification, including assessment and tax reporting.
Summary of assessment roll microfiche transferred to Archives immediately; other records destroyed variably under RD 0257.

5778 COMMUNITY DEVELOPMENT

Community Development provides organizational, planning and resource management support to local government and its agencies in the areas of community development and conservation; facilitates local development initiatives and sustainable economic development; fosters a partnership relationship between local and provincial governments and assists in balancing their respective interests and provides support to government departments and agencies where there is also a local interest.

Internal Indexes: Office, Public Education, Land Use Planning, Drafting, Special Projects, Main Street Manitoba, Boundary, Development Control, Legislation, Planning, Committees, Road Opening and Closing By-laws, Community Files - File Plans.

Records

5779 **Municipal Planning - Office Files**
Destroyed variably under RD/MA 0054A.

5780 **Public Education**
Planning information prepared for distribution to municipal officials and the public. Includes publications, audio-visual presentations, and general information concerning planning programs.
Destroyed after 5 years under RD/MA 0055.

5781 **Land Use Planning**
Land use planning in Manitoba (urban and rural) including studies concerning economics, recreation, environment, and land use policy.
Destroyed after 10 years, subject to archival selection, under RD/MA 0056.

5782 **Drafting**
Drafting and preparation of base mapping for the assessment program, land use maps, zoning by-law maps, proposed land use maps, and register plans. Includes metric information and mapping program standards.
Destroyed after 5 years (drafts and working papers); retained indefinitely (original maps) under RD/MA 0057.

5783 **Special Projects**
Special municipal projects such as Lynn Lake Revitalization, road and bridge network planning.
Destroyed after 10 years, subject to archival selection of project plans and land use studies from the Winnipeg Office, under RD/MA 0058.

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5784 Main Street Manitoba Files
Main Street Manitoba Program applications and projects plans including letters of acceptance or rejection, reports, maps, and 'before and after' project studies.
Destroyed 7 years after project is completed under RD/MA 0059.

5785 Boundary Files
Incorporation of, and status changes to, municipalities. Includes plans, statutes of incorporation, Orders-in-Council, legal land descriptions, summaries of legislation, and copies of letters patent.
Retained indefinitely by Department (originals); transferred to Archives (microfilm ) under RD/MA 0058.

5786 Development Control Files
Destroyed after 5 years with the exception of plans, schemes, basic planning statements, zoning by-laws, and interim development control orders which are transferred to Archives once superseded under RD/MA 0060.

5787 Legislation Files
Legislation relating to Rural Development including drafts and court rulings concerning statutes and regulations.
Destroyed after 10 years under RD/MA 0061.

5788 Planning Districts
Establishment of, and services to, Planning District Boards. Includes initial development plan cost proposals, Municipal Board orders, basic planning statements, development plans, background studies, zoning by-laws and amendments, and research data.
Destroyed 6 years after Planning District Agreement is terminated under RD/MA 0062.

5789 Subdivision Files
Applications for subdivisions, and final dispositions. Includes copies of titles, sketches, correspondence with municipalities, site inspection reports, relevant by-laws, planners' reports, municipal council resolutions, conditional approvals, development agreements, easement agreements, legal descriptions, certificates of approval, and Municipal Board orders concerning appeals.
Destroyed variably (paper and microform) with the exception of security microfilm which is transferred to Archives after RD/MA 0063.

5790 Committees, Boards and Associations
Correspondence with associations and organizations involved in planning including government boards such as the Interdepartmental Planning Board, Water Services Board, and the Conservation Districts Commission.
Destroyed after 3 years under RD/MA 0064.

5791 Road Opening and Closing By-laws
Opening and closing of public roads and the closing of public reserves including Minister's copies of signed by-laws, affidavits, notices of road closings, plans and sketches, and statutory declarations.
Transferred to Archives after 10 years under RD/MA 0065.

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5792 Community Files - Field Offices
Field office records relating to municipal projects including planning services supplied to municipalities, minutes of meetings with municipal officials, basic planning statements, development plans, zoning by-laws and amendments, planning project reports.
Destroyed after 10 years under RD/MA 0066.

5793 Day Copies
Destroyed after 5 years under RD/MA 0067.

5794 Local Employment Assistance Development and Community Futures Files
Advice from the Manitoba government concerning the administration of the two federal government programs, and policies and procedures.
Destroyed after 5 years, subject to archival selection, under RD/ITT 0045.

5795 Regional Development Corporation Files
Grants to regional development corporations. Includes minutes, financial statements, corporate annual reports, project descriptions, and communication with the branch. A regional development corporation is an autonomous non-profit corporation which supports economic development within a region. Each corporation has a board of directors responsible to member municipalities.
Transferred to Archives after 6 years under RD/ITT 0046.

5796 Community Development Program Files, 1985-1989
Financial assistance to community economic development organizations through the Community Development Program, which provided funding support to community groups. Includes project descriptions and Treasury Board submissions.
Transfer to Archives after 7 years under RD/ITT 0047.

5797 Client Files
Consultation with, or financial assistance to, non-profit community based groups and projects, and businesses. Client consultation reports, policy and program planning, and communication with other departments.
Destroyed after 5 years, subject to archival selection, under RD/ITT 0048.

5798 Conservation Districts Authority - Office Files
Destroyed after 5 years under RD 0270.

5799 Expenditure Records, 1985-1989
Voucher Accounting System - A to C, U
Destroyed after 4 years under RD 0271.

5800 Payroll Files
Attendance and salaries of Authority employees.
Destroyed after 7 years under RD 0272.

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5801 Conservation District Files - Minutes, financial records and public education, planning and project files.
Minutes and planning files transferred to Archives after 3 years; other records destroyed after 5 years, with project files subject to archival selection, under RD 0273.

5802 District Administration Files, 1968-1988
Financial and personnel records and Conservation District establishment correspondence.
Correspondence files transferred to Archives after 20 years; financial records destroyed after 7 years; personnel files destroyed after 60 years under RD 0275.

## 5803 PROVINCIAL PLANNING

Provincial Planning administers the subdivision approval process. It provides technical and administrative support and policy advice to the Interdepartmental Planning Board and the Provincial Land Use Committee of Cabinet concerning the development, processing and monitoring of provincial land use policies, municipal basic planning statements and development plans, socio-economic reviews of natural resource projects, and other land related projects.

Internal Indexes: Office, District Plans, Rural Municipality and Town Plans, Policy and Research Project, Committee Files - File Plans.

### Records

5804 Provincial Planning - Office Files
Destroyed after 5 years under RD/MA 0007.

5805 District Plans
District development plans including Orders-in-Council, briefs to the Municipal Board, notices of public hearings, published development plans, and planning statements.
Transferred to Archives once superseded by new by-law or development plan under RD/MA 0005.

5806 Rural Municipality and Town Plans Files
Plans approved by the branch including planning statements, development plans, resolutions (copies) approving by-laws which authorize the adoption of planning statements, project proposals, and briefs to the branch.
Transferred to Archives after 1 year once superseded under RD/MA 0011.

5807 Policy and Research Project Files
Research and analyses of special projects concerning Rural Development. Includes studies, reports, and the agendas and minutes of the Alcan Impact Assessment Advisory Committee.
Transferred to Archives 10 years after project completed under RD/MA 0006.

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5808 Completed Special Projects
Studies and reports carried out on behalf of the Provincial Land Use Committee, the Interdepartmental Planning Board and other agencies. Includes Alcan impact assessment. Transferred to Archives after 8 years, subject to archival selection under RD/MA 0014.

5809 Committee Files
Agenda, minutes, reports, project summary sheets, impact assessments, and task force reports of the Provincial Land Use Committee and the Interdepartmental Planning Board.
Transferred to Archives after 10 years under RD/MA 0009.

5810 Employee Files
Destroyed 1 year after termination of employee under RD/MA 0010.

5811 WATER SERVICES BOARD

The Water Services Board provides information, design, technical and financial support to rural communities and farmers for purposes of developing and upgrading sewer and water infrastructure. The Board also operates 47 water treatment plants.

Farmers may call on the Board for technical and financial assistance in obtaining a source of water. The Board provides dugout filling pumping services at cost. Communities receive technical and financial assistance in obtaining water and sewage services and municipalities are eligible for Board feasibility studies, water and sewer technical assistance, and financial loans and grants.

Records

5812 Water Services Board - Minutes
Transferred to Archives after 20 years under RD/MWS 0007.

5813 Water Services Board - Office Files
Destroyed after 5 years under RD/MWS 0009.

5814 Operational Files
Communications with municipalities, communities, towns, villages, engineering consultants, suppliers, concerning Water Services Board projects. Includes: council resolutions, offers, cost estimates, Treasury Board submissions, groundwater investigations, debenture statements, land assessments, chemical analysis reports, by-laws, feasibility reports.
Destroyed after 6 years under RD/MWS 0005.

5815 Working and Technical Files
Technical data regarding design, tender, and construction of: rural pipelines to supply water to farmers, and small community sewers and water systems for communities of less than 300 in population.
Destroyed after 6 years or for useful lifetime under RD/MWS 0002.

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5816 Working and Technical Files for Farm Water and Community Water Source Development
Design and construction of: water source developments for farmers, for example wells, and dugouts; and truck loading stations to allow water hauling.
Destroyed after 6 years under RD/MWS 0003.

5817 Research Project Files
Water and sewer research data and reports.
Destroyed after 20 years, subject to archival selection, under RD/MWS 0004.

5818 Municipal Agreements
Agreements between municipalities and the Manitoba Water Supply Board (the predecessor to the Water Services Board) and engineering agreements between consulting engineering firms and the Water Services Board.
Destroyed 6 years after termination of agreement under RD/MWS 0006.

5819 As-Constructed Plans and Profiles
Plans and/or plan profiles of existing installations of water and wastewater projects carried out by the Board.
Destroyed after closure of installation under RD/MWS 0010.

5820 Survey Field Books
Surveys conducted including design and installation of water and waste water projects conducted by Board engineers.
Transferred to Archives after 35 years under RD/MWS 0011.

5821 Water Quality Report
Quality of water at Board-operated water treatment plants including the date of sampling, location of samples collected, quality of raw, processed and treated water, and general remarks.
Destroyed 6 years after closure of plant under RD/MWS 0012.

5822 Plant Inventory Reports
Water plant equipment including: installation and/or replacement items and the date of item installation.
Destroyed after plant is no longer in existence under RD/MWS 0013.

5823 Contracts
Committed sewerage and water works construction between the Board and contractors.
Destroyed 6 years after expiry of contract under RD/MWS 0014.

5824 Monthly Project Status Reports
Treasury Board approvals, contract awards, expenditures related to each project.
Destroyed after 5 years under RD/MWS 0015.

5825 Vehicle Control - Mileage Records
Destroyed after 4 years under RD/MWS 0016.

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5826 Monthly Water Billing Invoices
Water billings based on consumption, issued to towns and municipalities.
Destroyed after 6 years under RD/MWS 0017.

5827 **Employee Files**
Transfer all required documents to Human Resources after closure, and destroy all unnecessary records under RD/MWS 0008.

5828 Plant Operators - Payroll and Superannuation
Employment histories of all plant and relief operators.
Destroyed 60 years after closure under RD/MWS 0018.

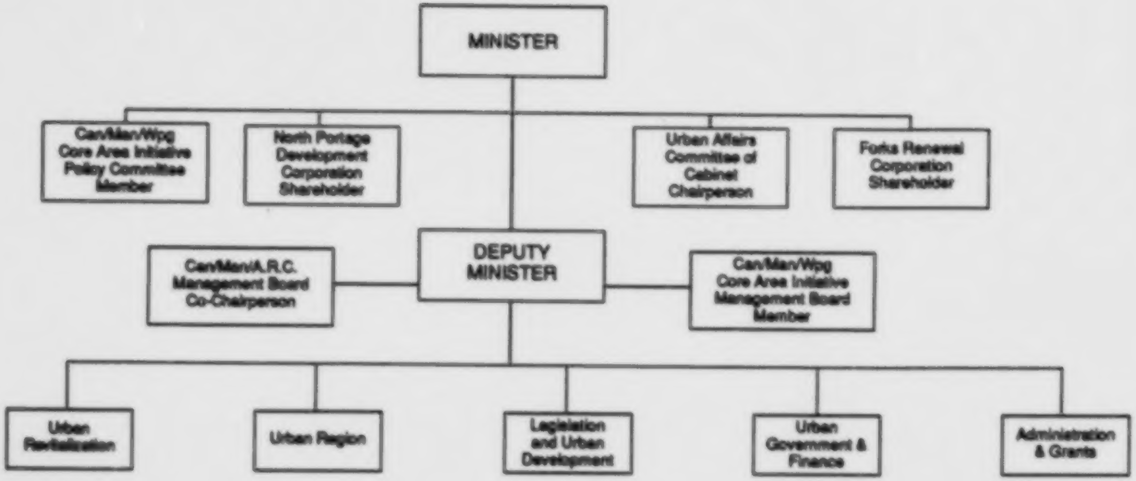
5829 **Voucher Accounting System** - A, C
Destroyed after 4 years under RD/MWS 0021 and RD/MWS 0022.

5830 **Voucher Accounting System** - M, S, V
Destroyed after 2 years with the exception of the year-end runs which are destroyed after 6 years under RD/MWS 0019 and RD/MWS 0024.

5831 **Requisitions and Purchase Orders**
Destroyed after 4 years under RD/MWS 0020.

5832 **Financial Statements** and Working Papers
Destroyed after 15 years under RD/MWS 0023.

# URBAN AFFAIRS


MINISTER
Can/Man/Wpg Core Area Initiative Policy Committee Member
North Portage Development Corporation Shareholder
Urban Affairs Committee of Cabinet Chairperson
Forks Renewal Corporation Shareholder
DEPUTY MINISTER
Can/Man/A.R.C. Management Board Co-Chairperson
Can/Man/Wpg Core Area Initiative Management Board Member
Urban Revitalization
Urban Region
Legislation and Urban Development
Urban Government & Finance
Administration & Grants

## MANITOBA URBAN AFFAIRS

5900 Manitoba Urban Affairs was first established as a department in 1971 with the enactment of The City of Winnipeg Act. The Department is responsible for the development and maintenance of a legislative, financial and planning framework that will meet the needs of the citizens of Winnipeg. It is a leading participant in a number of bilateral and trilateral agreements which aim to improve the physical environment and quality of life of Winnipegers.

The Minister of Urban Affairs represents the province of Manitoba as a shareholder with the Government of Canada and the City of Winnipeg in the North Portage Development Corporation and the Forks Renewal Corporation.

The Department also acts as the Secretariat to the Urban Affairs Committee of Cabinet which is chaired by the Minister of Urban Affairs and consists of the Premier, the Ministers of Finance, and Rural Development, and all other Cabinet ministers who represent constituencies in the City of Winnipeg.

The Department also had responsibility for An Act Respecting the Taxation of the Canadian Pacific Railway by the City of Winnipeg and to Amend the Winnipeg Charter, 1956, which established the special arrangement enjoyed by the Canadian Pacific Railway for the taxation of its property in the inner City of Winnipeg area. This special status ended in 1989 when C.P.R. began paying full property taxes.

5901 Applications for access to the records of Manitoba Urban Affairs may be sent to the Access Coordinator:

Freedom of Information
Access Coordinator
Manitoba Urban Affairs
302 - 258 Portage Avenue
Winnipeg, Manitoba
R3C 0B6
Ph: 945-4610

Arrangements for examining records and for obtaining photocopies may be made through the Access Coordinator.

All government offices are listed by community at the end of the Access Guide green pages.

5902 The Access Officer for Manitoba Urban Affairs is:

Deputy Minister
Manitoba Urban Affairs
311 - 450 Broadway
Winnipeg
R3C 0V8

MANITOBA URBAN AFFAIRS

MINISTER

Records

5903 **Minister - Office Files**
Transferred to Archives after 4 years under UA 0002.

5904 DEPUTY MINISTER

The Deputy Minister serves as a member of the Management Board to the Canada/Manitoba/Winnipeg Core Area Initiative Program.

Records

5905 Deputy Minister - **Office Files**
Transferred to Archives after 7 years under UA 0001.

5906 URBAN REVITALIZATION UNIT

Thr Urban Revitalization Unit is responsible for analyzing, advising, coordinating and developing policies and programs that foster the physical, social and economic development of the City of Winnipeg, and enhance the quality of life of its citizens. Major responsibilities include:

. The coordination of provincial participation in the Winnipeg Core Area Initiative Tripartite Agreement which is designed to arrest physical decline and improve employment opportunities for, and the living standard of core area residents. It represents the province on Core Area Initiative intergovernmental and program advisory committees and chairs a committee of representatives of provincial departments that have an interest in the Initiative.

. The coordination of provincial involvement and activities related to two tri-level corporations. The North Portage Development Corporation was established through a Unanimous Shareholders' Agreement of the Government of Canada, the Province of Manitoba and the City of Winnipeg to redevelop a three and one-half block area of downtown Portage Avenue. The Forks Renewal Corporation was established under a similar tripartitie agreement to redevelop the former CN East Yards at the junction of the Red and Assiniboine Rivers.

. The administration and monitoring of the Manitoba/Winnipeg Community Revitalization Program which is cost-shared equally by the Province and City. Its objective is to revitalize and stabilize older deteriorating residential neighbourhoods.

. The coordination of the development and implementation of department procedures for responding to requests for access to records under the control and custody of Manitoba Urban Affairs.

MANITOBA URBAN AFFAIRS

5906 contd
- Policy analysis and advice on areas such as seniors, urban Natives, womens initiatives, and ethnocultural matters.

5907 Program Files

Office files relating to urban revitalization, legislation, urban development, urban region, urban government and finance, are destroyed after five years, subject to archival selection of urban projects policy and development files under UA 0014.

5908 URBAN REGION

Urban Region is responsible for analyzing, advising and coordinating policies and programs related to intermunicipal planning coordination in the Winnipeg region, regional riverfront enhancement, Winnipeg's water supply and the Department's role in the province's sustainable development initiative. Major activities of the unit include:

- Riverbank Development in the Winnipeg Region, a program which plans and undertakes projects that develop the scenic and recreation potential, or promote the natural and heritage resources, of the Winnipeg region's rivers and streams.

- The Winnipeg Region Committee which identifies problems and issues affecting the Winnipeg region resulting from rural residential development, and considers appropriate means by which Winnipeg, its neighbouring municipalities and the province can work together to find long term solutions.

- Winnipeg Water Supply is an initiative to work with Canada, Winnipeg, and the Shoal Lake Indian bands to secure the quality of Winnipeg's water supply and to participate in the implementation of the Shoal Lake Agreement.

- Sustainable Development - Urban Strategy is a project designed to develop strategy for the City of Winnipeg which sustains and enhances urban resource productivity, enhances the quality of life in the urban environment, and improves and diversifies income and job opportunities within the city.

- Strategic Planning coordinates the Department's long-range planning. It includes analyzing past, present, and future trends in the urban region, setting departmental goals, establishing targets and principles to guide decision-making and the use of departmental resources in the future, coordinating the implementation of a strategic plan, and evaluating its effectiveness.

## 5909 LEGISLATION AND URBAN DEVELOPMENT

Legislation and Urban Development is responsible for analyzing, advising, coordinating and developing policies, programs and the legislation in the areas of land use planning, transportation and environment. It also coordinates the review and preparation of amendments to The City of Winnipeg Act.

Land Use Planning advises the Minister of Urban Affairs regarding amendments to the Greater Winnipeg Development Plan and its review. The City of Winnipeg Act requires Winnipeg to prepare a comprehensive plan and review it every five years. Both the plan and subsequent amendments must be approved by the Minister of Urban Affairs. The unit is also responsible for the closing out of the Manitoba Agreement for Recreation and Conservation (ARC).

Transportation advises the Minister of Urban Affairs as to the impacts of transportation projects within the City of Winnipeg.

Environment provides technical advice and represents the Department on interdepartmental and intergovernmental committees with regards to environmental assessment issues.

The unit also coordinates the administration of The City of Winnipeg Act, the legal instrument which establishes the City of Winnipeg and describes the powers and responsibilities delegated by the Province of Manitoba to the City of Winnipeg. It coordinates the review of amendments requested by the City of Winnipeg and various interest groups and the preparation of legislation.

### Records

5910 ARC Management Board - Secretariat Files
Includes Board minutes and Public Advisory Council hearing records.
Transferred to Archives under UA 0008.

5911 ARC Board of Directors and Management Board - Minutes
Transfer to Archives under UA 0004.

5912 ARC Authority - Office Files
Administration of the Manitoba ARC Authority including correspondence, ARC Authority formation, ARC Tours, ARC properties, signage and speeches.
Destroy after 1 January 1991 under UA 0006.

5913 ARC Project Files
Projects undertaken by the Manitoba ARC Authority including contracts, progress reports, hearing briefs, and tenders.
Transfer to Archives under UA 0003.

## MANITOBA URBAN AFFAIRS

5914 Plans, Photographs, Slides, Concept Drawings
Visual record of ARC project buildings, sites, and construction operations as well as project proposals including plans, photographs, slides, and concept drawings.
Transfer to Archives under UA 0007.

5915 ARC Project Accounting Files
Accounts for each project approved under the federal-provincial Agreement for Recreation and Conservation on the Red River Corridor including: claims for monies, cash flows, bank statements, estimates, sub-appropriation transfers, financial statements, and contract summaries.
Destroy January 1994, under UA 0005.

5916 Administrative and Research Records, August 1984 - January 1986
Submissions to the City of Winnipeg Act Review Committee, responses, transcripts of public and private hearings, research, media releases, administration and budget files.
Transfer to Archives 1 January 1990 under UA 0009.

### 5917 URBAN GOVERNMENT AND FINANCE

Urban Government and Finance develops policies, programs and departmental legislation in the areas of urban finance policy, urban government policy and intergovernmental relations. It is responsible for the Headingley Strategy whereby the province, through Urban Affairs, along with the City of Winnipeg and the Headingley Taxpayers Association developed a strategy for achieving infrastructure and quality of life improvements for the Headingley community. The strategy which was endorsed by all three parties proposes an alternative to Headingley's secession.

The unit addresses various financial policy issues and concerns facing the City of Winnipeg such as the collection and remittance of school taxes, provincial-municipal tax sharing payments, economic development, new sources of local government revenue, property assessment and taxation.

### 5918 ADMINISTRATION AND GRANTS

Administration and Grants provides central administrative and financial services to the Department. The branch also defines, implements and reviews provincial urban grant policy.

Activities include coordination of the Department's budget submissions, administration related legislation, administration of financial grants to the City of Winnipeg, and financial administration of provincial activities under the Renewed Core Area Initiative.

Send Applications to Access Guide 5901

MANITOBA URBAN AFFAIRS

## Records

5919 **Administration and Finance - Office Files**
Destroyed after 5 years with the exception of attendance records which are destroyed after 10 years and cost shared claim agreement documentation which destroyed after 7 years under UA 0010.

5920 **Requisitions and Purchase Orders**
Destroyed after 4 years under UA 0013.

5921 **Voucher Accounting System - A to F**
Destroyed after 7 years under UA 0011.

5922 **Voucher Accounting System - J to O, Q to V**
Destroyed after 3 years with the exception of year-end reports of R and S, T which are destroyed after 6 years under UA 0012.

5923 **Employee Files**
Destroyed 60 years after closure under UA 0015.

5924 **Payroll System Reports**
Destroyed after 7 years under UA 0017.

PORTFOLIOS

PORTFOLIOS

## 6000 MINISTER RESPONSIBLE FOR THE MANITOBA PUBLIC INSURANCE CORPORATION

Applications for access to the records of the Minister Responsible for the Public Insurance Corporation may be sent to:

Freedom of Information
Minister Responsible for the
Public Insurance Corporation
344 - 450 Broadway
Winnipeg
R3C 0V8

Records

6001 Minister Responsible for the Manitoba Public Insurance Corporation - Office Files
Transferred to Archives after 5 years under P 0001.

## 6002 MINISTER RESPONSIBLE FOR THE MANITOBA LOTTERIES FOUNDATION

Applications for access to the records of the Minister Responsible for the Manitoba Lotteries Foundation may be sent to:

Freedom of Information
Minister Responsible for the
Manitoba Lotteries Foundation
118 - 450 Broadway
Winnipeg
R3C 0V8

Records

6003 Minister Responsible for the Manitoba Lotteries Foundation - Office Files
Transferred to Archives after 4 years under P 0002.

## 6004 MINISTER RESPONSIBLE FOR THE STATUS OF WOMEN

Applications for access to the records of the Minister Responsible for the Status of Women may be sent to:

Freedom of Information
Minister Responsible for
the Status of Women
118 - 450 Broadway
Winnipeg
R3C 0V8

Records

6005 Minister Responsible for the Status of Women - Office Files
Transferred to Archives after 4 years under P 0003.

6006 MINISTER RESPONSIBLE FOR THE STATUS OF WOMEN
Women's Directorate

The Women's Directorate has a dual mandate of policy analysis and outreach consultation. The policy unit coordinates the research, development, communication and evaluation of government programs, policies and legislation in order to ensure the enhancement of the status of women. The outreach consultation unit, with offices in The Pas and Portage la Prairie and staff in the Winnipeg office, provides referral, resource and consultation services to women's organizations in the community.

The Women's Directorate shares outreach offices with the Seniors Directorate in Portage la Prairie and The Pas.

6007 Applications for access to the records of the Women's Directorate may be sent to:

Freedom of Information
Women's Directorate
450 - 500 Portage Avenue
Winnipeg
R3C 3X1

Records

6008 **Women's Directorate - Office Files**
Destroyed after 6 years (Administrative Records); destroyed after 10 years, subject to archival selection, (Operational Files) under WD 0001 AND WD 0002.

6009 **Employee Files**
Transferred to Personnel after closure and unnecessary records destroyed under WD 0003.

6010 MINISTER RESPONSIBLE FOR THE STATUS OF WOMEN
Advisory Council on the Status of Women

The Advisory Council on the Status of Women advises the Manitoba government on matters of concern to women with the goal of equal participation of women in society and promoting changes in social, legal and economic structures.

6011 Applications for access to the records of the Advisory Council on the Status of Women may be sent:

Freedom of Information
Advisory Council on the Status of Women
210 - 500 Portage Avenue
Winnipeg
R3C 3X1

Records

6012 Advisory Council on the Status of Women - Office Files
Destroyed after 6 years under SW 0004.

6013 Central Files
Research, planning and decisions of the Council.
Transferred to Archives after 6 years under SW 0001.

6014 Organizations Files
Communications with organizations and governments involved in women's issues.
Transferred to Archives after 6 years under SW 0002.

6015 Personnel Files
Upon termination of employee, required documentation transferred to departmental personnel file and unnecessary records destroyed under SW 0005.

6016 Issues Files
Issues concerning women in society. such as abortion, constitutional concerns, matters, affirmative action, Charter of Rights and Freedoms, child care, domestic workers, pay equity, pensions, pornography. May also include information on family abuse, family life education, health, and midwifery.
Transferred to Archives after 6 years under SW 0003.

## 6017 MINISTER RESPONSIBLE FOR THE WORKERS COMPENSATION BOARD

Applications for access to the records of the Minister Responsible for the Workers Compensation Board may be sent to:

Freedom of Information
Minister Responsible for the
Workers Compensation Board
156 - 450 Broadway
Winnipeg
R3C 0V8

Records

6018 Minister Responsible for the Workers Compensation Board - Office Files
Transferred to Archives after 5 years under P 0004.

## 6019 MINISTER RESPONSIBLE FOR CONSTITUTIONAL AFFAIRS

Applications for access to the records of the Minister Responsible for Constitutional Affairs may be sent to:

Freedom of Information
Minister Responsible for
Constitutional Affairs
104 - 450 Broadway
Winnipeg
R3C 0V8

Records

6020 Minister Responsible for Constitutional Affairs - Office Files
Transferred to Archives after 5 years under P 0005.

## 6021 MINISTER RESPONSIBLE FOR MANITOBA HYDRO

Applications for access to the records of the Minister Responsible for Manitoba Hydro may be sent to:

Freedom of Information
Minister Responsible for Manitoba Hydro
301 - 450 Broadway
Winnipeg
R3C 0V8

Records

6022 Minister Responsible for Manitoba Hydro - Office Files
Transferred to Archives after 4 years under P 0006.

## 6023 MINISTER RESPONSIBLE FOR THE CIVIL SERVICE COMMISSION

Applications for access to the records of the Minister Responsible for the Civil Service Commission may be sent to:

Freedom of Information
Minister Responsible for the
Civil Service Commission
156 - 450 Broadway
Winnipeg
R3C 0V8

Records

6024 Minister Responsible for the Civil Service Commission - Office Files
Transferred to Archives after 4 years under P 0008.

## 6025 MINISTER RESPONSIBLE FOR A.E. McKENZIE SEEDS LTD.

Applications for access to the records of the Minister Responsible for A.E. McKenzie Seeds Ltd. may be sent to:

Freedom of Information
Minister Responsible for
A.E. McKenzie Seeds Ltd.
333 - 450 Broadway
Winnipeg
R3C 0V8

Records

6026 Minister Responsible for A.E. McKenzie Seeds Ltd. - Office Files
Transferred to Archives after 4 years under P 0009.

## 6027 MINISTER RESPONSIBLE FOR VENTURE MANITOBA TOURS LTD.

Applications for access to the records of the Minister Responsible for Venture Manitoba Tours Ltd. may be sent to:

Freedom of Information
Minister Responsible for
Venture Manitoba Tours
314 - 450 Broadway
Winnipeg
R3C 0V8

Records

6028 Minister Responsible for Venture Manitoba Tours - Office Files
Transferred to Archives after 4 years under P 0011.

## 6029 MINISTER RESPONSIBLE FOR THE COMMUNITIES ECONOMIC DEVELOPMENT FUND

Applications for access to the records of the Minister Responsible for the Communities Economic Development Fund may be sent to:

Freedom of Information
Minister Responsible for the
Communities Economic Development Fund
333 - 450 Broadway
Winnipeg
R3C 0V8

Records

6030 Minister Responsible for the Communities Economic Development Fund - Office Files
Transferred to Archives after 4 years under P 0012.

## 6031 MINISTER RESPONSIBLE FOR THE MANITOBA DEVELOPMENT CORPORATION

Applications for access to the records of the Minister Responsible for the Manitoba Development Corporation may be sent to:

Freedom of Information
Minister Responsible for the
Manitoba Development Corporation
358 - 450 Broadway
Winnipeg
R3C 0V8

### Records

6032 **Minister Responsible for the Manitoba Development Corporation - Office Files**
Transferred to Archives after 4 years under P 0013.

## 6033 MINISTER RESPONSIBLE FOR NATIVE AFFAIRS

Applications for access to the records of the Minister Responsible for Native Affairs may be sent to:

Freedom of Information
Minister Responsible for Native Affairs
333 - 450 Broadway
Winnipeg
R3C 0V8

### Records

6034 **Minister Responsible for Native Affairs - Office Files**
Transferred to Archives after 4 years under P 0014.

## 6035 MINISTER RESPONSIBLE FOR MANITOBA TELEPHONE SYSTEM AND TELECOMMUNICATIONS

Applications for access to the records of the Minister Responsible for the Manitoba Telephone System and Telecommunications may be sent to:

Freedom of Information
Minister Responsible for
Manitoba Telephone System and
Telecommunications
165 - 450 Broadway
Winnipeg
R3C 0V8

### Records

6036 **Minister Responsible for Manitoba Telephone System - Office Files**
Transferred to Archives after 4 years under P 0015.

6037 **Minister Responsible for Telecommunications - Office Files**
Transferred to Archives after 4 years under P 0016.

## 6038 TELECOMMUNICATIONS POLICY

Telecommunications Policy advises the government of policy issues relating to broadcasting, cable television, telephone service and other telecommunications services in the province.

Applications for access to the records of Telecommunications Policy may be sent to:

Freedom of Information
Telecommunications Policy
165 - 405 Broadway
Winnipeg
R3C 3L6

Records

6039 **Telecommunications - Office Files**
Destroyed after 4 years with the exception of year-end Voucher Accounting System reports which are destroyed after 6 years under P/TP 0003.

6040 **Program Files**
Reports, Cabinet submission, correspondence with federal, provincial and private enterprises, agencies and organizations realting to government policy on broadcasting and telecommunications.
Destroyed after 4 years under P/TP 0001.

6041 **Employee Files**
Transferred to central personnel authority after closure and unnecessary records destroyed under P/TP 0002.

## 6042 MINISTER RESPONSIBLE FOR THE LIQUOR CONTROL COMMISSION

Applications for access to the records of the Minister Responsible for the Liquor Control Commission may be sent to:

Freedom of Information
Minister Responsible for the
Liquor Control Commission
343 - 450 Broadway
Winnipeg
R3C 0V8

Records

6043 **Minister Responsible for the Liquor Control Commission - Office Files**
Transferred to Archives after 4 years under P 0018.

## 6044 MINISTER RESPONSIBLE FOR MOOSE LAKE LOGGERS

Applications for access to the records of the Minister Responsible for Moose Lake Loggers may be sent to:

Freedom of Information
Minister Responsible for
Moose Lake Loggers
333 - 450 Broadway
Winnipeg
R3C 0V8

Records

6045 Minister Responsible for Moose Lake Loggers - **Office Files**
Transferred to Archives after 4 years under P 0020.

## 6046 MINISTER RESPONSIBLE FOR THE CROWN CORPORATIONS COUNCIL

Applications for access to the records of the Minister Responsible for the Crown Corporations Council may be sent to:

Freedom of Information
Minister Responsible for the
Crown Corporations Council
103 - 450 Broadway
Winnipeg
R3C 0V8

Records

6047 Minister Responsible for the Crown Corporations Council - **Office Files**
Also includes the records of the Minister Responsible for the Public Investments Corporation, 1988-1989.
Transferred to Archives after 4 years under P 0021 and P 0017.

## 6048 MINISTER RESPONSIBLE FOR SENIORS

Applications for access to the records of the Minister Responsible for Seniors may be sent to:

Freedom of Information
Minister Responsible for Seniors
330 - 450 Broadway
Winnipeg
R3C 0V8

6049 Minister Responsible for Seniors - **Office Files**
Transferred to Archives after 5 years or at change in government under P 0022.

6050 **MINISTER RESPONSIBLE FOR SENIORS**
Seniors Directorate

The Seniors Directorate provides support to the Minister Responsible for Seniors. The Directorate acts as a liaison with government departments, seniors, and seniors organizations to ensure that government programs, policies, and legislation enhance the status of seniors in Manitoba.

It is responsible for a Seniors Information Line which is designed to provide seniors with easy access to government departments, programs, and information on issues affecting seniors. The line is open Monday to Friday, 8:30 to 4:30, 945-6565 or toll free 1-800-665-6565.

The Seniors Directorate shares outreach offices with the Women's Directorate in Portage la Prairie and The Pas.

6051 Applications for access to the records of the Seniors Directorate may be sent to:

Freedom of Information
Seniors Directorate
450 - 500 Portage Avenue
Winnipeg
R3C 3X1

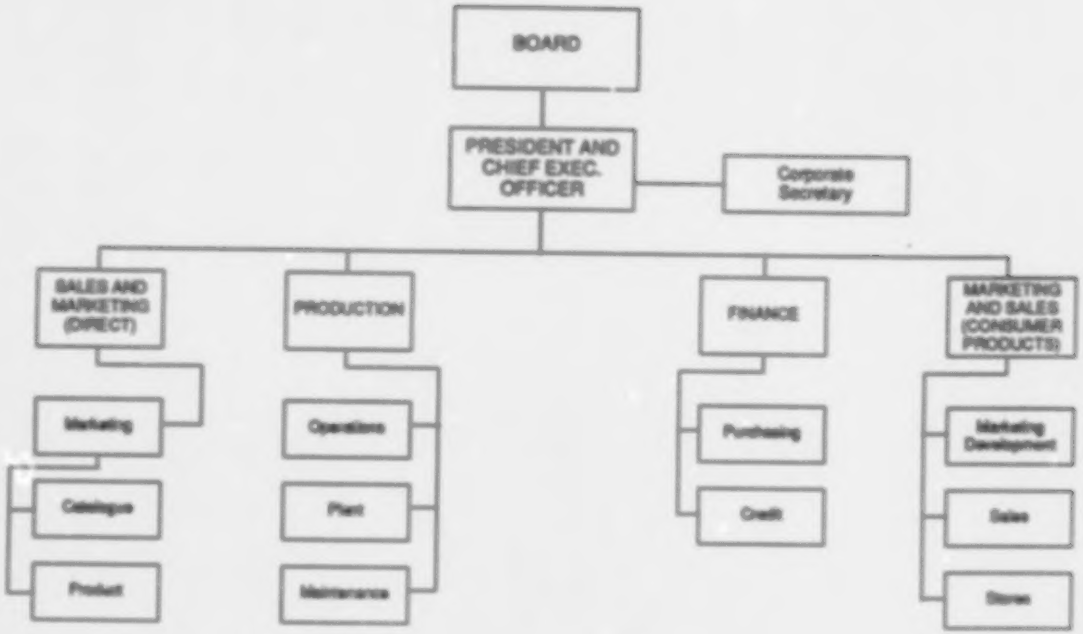
6052 **MINISTER RESPONSIBLE FOR SPORT**

Applications for access to the records of the Minister responsible for Sport may be sent to:

Freedom of Information
Minister Responsible for Sport
Room 358
Legislative Building
Winnipeg
R3C 0V8

CROWN AGENCIES
AND
CORPORATIONS

## A.E. McKENZIE CO. LTD.


BOARD
PRESIDENT AND CHIEF EXEC. OFFICER
Corporate Secretary
SALES AND MARKETING (DIRECT)
PRODUCTION
FINANCE
MARKETING AND SALES (CONSUMER PRODUCTS)
Marketing
Catalogue
Product
Operations
Plant
Maintenance
Purchasing
Credit
Marketing Development
Sales
Stores

Send Applications to Access Guide 6101

## A.E. MCKENZIE CO. LTD.

6100 A.E. McKenzie Co. Ltd. was originally a private company founded in 1896 by A.E. McKenzie. Shortly after World War II, the founder gave the company to the province with the proviso that profits should be given to Brandon University.

The Company was originally in the business of selling grain seed to farmers, but eventually turned its attention to gardening. It has two operating divisions: Consumer Products and Direct Mail.

6101 Applications for access to the records of A.E. McKenzie Co Ltd. may be sent to the Access Officer:

Freedom of Information
Access Officer
A.E. McKenzie Co. Ltd.
30 - 9th Street
P.O. Box 1060
Brandon
R7A 6E1
Ph: 727-0766

Arrangements for examining records and for obtaining photocopies may be made through the Access Coordinator.

All government offices are listed by community at the end of the Access Guide green pages.

6102 The Access Officer for A.E. McKenzie Co Ltd is:

Access Officer
A.E. McKenzie Co. Ltd.
30 - 9th Street
P.O. Box 1060
Brandon
R7A 6E1

6103 DIRECT MAIL

Direct Mail is responsible for marketing a full line of flower and vegetable seeds and related products such as canning equipment and wine-making supplies. It distributes the Company's catalogues to more than 1,000,000 households twice yearly.

6104 DIRECT MAIL
Marketing

Both the Direct Mail and Consumer Products divisions have marketing components. Marketing is responsible for developing new products and ensuring that existing products are kept current and responsive to customers needs.

A.E. MCKENZIE CO. LTD.

6104 Marketing is also responsible for identifying and developing new markets
contd and for research.

6105 ADMINISTRATION

Administration includes Inventory, Payroll, Accounts Payable, Accounts Receivable, Purchasing, Finance/Internal Audit, and Management Information Services.

6106 ADMINISTRATION
Inventory

Inventory controls the entry of information concerning raw materials and finished goods into the computer system. It ensures that each product is identified.

6107 ADMINISTRATION
Payroll

Payroll is responsible for the preparation of payroll data, its transmission to the computer centre in Winnipeg which processes the information, and the distribution of pay cheques and deposit vouchers received from the computer centre.

6108 ADMINISTRATION
Accounts Payable

Accounts Payable ensures that all suppliers are paid promptly.

6109 ADMINISTRATION
Accounts Receivable

Accounts Receivable ensures that customers are billed properly and that accounts are kept out of arrears.

6110 ADMINISTRATION
Purchasing

Purchasing is divided into two sections: Perishables and Non-perishables.

Perishables is responsible for the acquisition of all seeds and living products (bulbs, tubers, etc.). It is also responsible for blending the various lots of seeds into larger aggregates for the filling of seed packets and cartons.

A.E. MCKENZIE CO. LTD.

6110 contd Non-perishables is responsible for the acquisition of the seed packets and cartons, the display materials and shipping containers, all non-seed items sold by the Direct Mail division, and all other items required during the year.

6111 ADMINISTRATION
Finance/Internal Audit

Finance/Internal Audit is responsible for the preparation of all financial statements and ensures adherence to proper accounting methods and practices.

6112 ADMINISTRATION
Information Services

Information Services is responsible for the development and maintenance of the corporate data-base and its efficient use. The department is also responsible for corporate communications, office automation, and for administration of The Freedom of Information Act.

6113 PRODUCTION

Production is responsible for filling packets, cartons, and bags with flower, vegetable, and grass seed. The division ensures that the packets, cartons, and bags go into displays in proper quantities. It is responsible for ensuring that products are available for shipment at the right time. It is also charged with shipping and receiving all goods from and to Head Office.

6114 CONSUMER PRODUCTS

Consumer Products provides flower and vegetable garden seeds, to customers through retail outlets. Outlets may vary from the corner store to retail department and grocery stores. The division is run from the Head Office in Brandon and consists of Sales, Stores, and Logistics departments.

6115 CONSUMER PRODUCTS
Sales

Sales are coordinated by the National Sales Manager and staff who are located in Toronto. The National Sales Manager, through a team of District Managers, located in Edmonton, Regina, Toronto and Montreal, directs a sales team ranging from Vancouver, B.C., to Sackville, N.B.

## A.E. MCKENZIE CO. LTD.

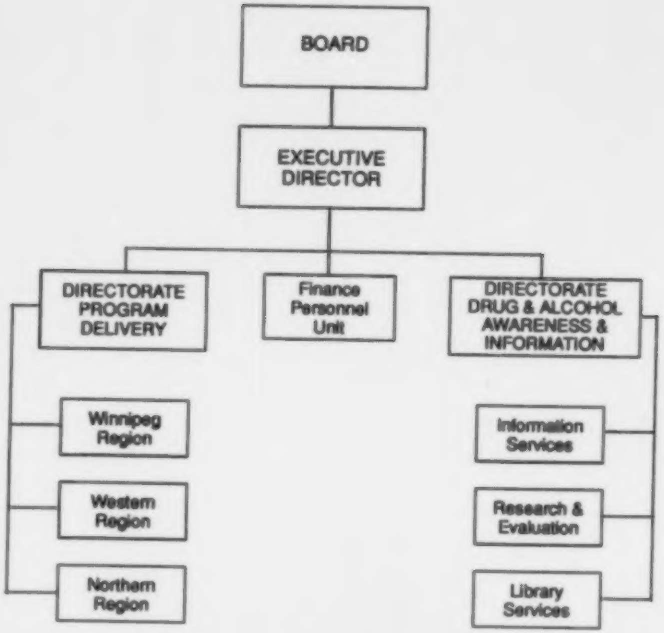
### 6116 CONSUMER PRODUCTS
Stores

The Company operates two retail stores -- Robertson-Pike in Edmonton, Alta., and McFaydens in Brandon.

### 6117 CONSUMER PRODUCTS
Distribution

Distribution is responsible for the delivery of products to the customers of division. This includes liaison with trucking companies and Canada Post. It is also responsible for ensuring that all distribution is carried out expeditiously.

# ALCOHOLISM FOUNDATION OF MANITOBA



BOARD

EXECUTIVE DIRECTOR

DIRECTORATE PROGRAM DELIVERY

- Winnipeg Region
- Western Region
- Northern Region

Finance Personnel Unit

DIRECTORATE DRUG & ALCOHOL AWARENESS & INFORMATION

- Information Services
- Research & Evaluation
- Library Services

ALCOHOLISM FOUNDATION OF MANITOBA

6250 The Alcoholism Foundation of Manitoba was established in 1956 under An Act for the Incorporation of the Alcoholism Foundation of Manitoba. The Act enables the Foundation to assist individuals with problems involving abuse or misuse of alcohol and other drugs (through the Foundation or through other agencies, groups or associations); to disseminate information respecting the recognition, prevention and treatment of the abuse or misuse of alcohol and other drugs; and to initiate, sponsor, conduct and promote research into the prevention of chemical dependency and the treatment and rehabilitation of persons with problems involving abuse or misuse of alcohol and other drugs.

The agency is organized into three units, each reporting to the Executive Director who in turn, reports to the Board of Governors. The three units are Program Delivery, Drug and Alcohol Awareness and Information, and Finance/Personnel. The Program Delivery Unit is divided into the Winnipeg, Western (Brandon), and Northern (Thompson) regions. The Drug and Alcohol Awareness and Information Unit includes Information Services, Research and Program Evaluation, and Library Services.

6251 Applications for access to the records of the Alcoholism Foundation of Manitoba may be sent to the Access Coordinator:

Freedom of Information
Access Coordinator
Alcoholism Foundation of Manitoba
315 - 1031 Portage Avenue
Winnipeg
R3G 0R8
Ph: 944-6232

Arrangements for examining records and for obtaining photocopies may be made through the Access Coordinator.

All government offices are listed by community at the end of the Access Guide green pages.

Internal Indexes: Administrative Manual; Service Standards Manual; Treatment Program Manuals

6252 The Access Officer for the Alcoholism Foundation is:

Executive Director
Alcoholism Foundation of Manitoba
1031 Portage Avenue
Winnipeg
R3G 0R9

ALCOHOLISM FOUNDATION OF MANITOBA

## 6253 BOARD OF GOVERNORS

The Board of Governors is composed of 15 persons appointed by the Lieutenant-Governor-in-Council.

Records

6254 Board Minutes
Board minutes including the minutes of the Committee on Alcoholism, 1952-1956 which pre-dated the incorporation of the Alcoholism Foundation of Manitoba.
Transferred to Archives after 7 years under AFM 0001A.

6255 Board Meeting Support Files
Policy analysis, and recommendations to the Board.
Destroyed after 7 years, subject to archival selection, under AFM 0028.

## EXECUTIVE DIRECTOR

Records

6256 Executive - Office Files
Destroyed after 4 years, subject to archival selection, with the exception of contracts and letters of agreement which are destroyed 6 years after expiry under AFM 0026.

6257 Executive Director - Office Files, 1953-1984
Destroy after 7 years under AFM 0002.

## 6258 OPERATIONAL REGIONS

The three operational regions: Winnipeg Region, Western Region and Northern Regions are the service arm of the Foundation. It provides prevention, community education and treatment services throughout the province. Programs are delivered residentially, via community-based and itinerant staff, and through community organizations and associations. The regions report directly to the Executive Director.

Internal Indexes: Client Files - Card Index.

Records

6259 Program Delivery - Office Files, 1980-1985
Transfer to Archives after 6 years under AFM 0008.

6260 Client Files Card Index
Includes the client's name, case number, type of treatment received, and the file storage location.
Destroyed 10 years after case closure under AFM 0004A.

ALCOHOLISM FOUNDATION OF MANITOBA

6261 Client Files
Record of the admission, assessment, treatment, discharge and after care of Foundation clients. Includes medical and psychological records, progress notes, treatment plans, and client authorizations for treatment.
Destroyed 5 years after case closure under AFM 0003A.

6262 Impaired Drivers - Client Files
Admission, assessment and treatment of cases referred to the Foundation as a result of alcohol for drug-related driving offences. Includes admission and assessment form, client history, information authorization sheets, testing instruments and results, discharge forms and counsellor notes.
Destroyed after 5 years under AFM 0029.

6263 Client Files, 1975-1977
Admission, treatment and discharge of Christie House clients including: intake assessments, questionnaires, pre-discharge questionnaires, client histories.
Transfer (sample only) to the Archives under AFM 0014.

6264 Statistics Files
Total number of clients (in-patients and out-patients) treated in addition to age, sex, ethnic groups, and occupations.
Transferred to Archives after 4 years under AFM 0005.

6265 Contact Sheets
Requests for assistance from individuals not subsequently admitted for treatment, including name, address, telephone number, nature of problem, background data and recommendations of counsellor.
Destroyed after 1 year under AFM 0006.

6266 Regions - Office Files
Destroyed after 3 years under AFM 0032.

6267 Regions - Budget and Estimates Files
Destroyed after 3 years under AFM 0033.

6268 Employee Files
Transferred to Finance/Personnel after closure and unnecessary records destroyed under AFM 0030.

## 6269 FINANCE/PERSONNEL UNIT

The Finance/Personnel Unit plans, controls, and operates the accounting, audit, budgeting, and purchasing systems of the Foundation. It develops, implements, and maintains comprehensive personnel management programs for the Foundation. Services includes employee relations, recruitment, job evaluation, payroll, par administration, management training and human resource management policies and procedures.

## ALCOHOLISM FOUNDATION OF MANITOBA

### Records

6270 **Accounts Payable - Computer System**
Transferred to Archives after 7 years with the exception of the edit proof which is destroyed after 2 years under AFM 0017.

6271 **Budget Estimates Files**
Destroyed after 5 years under AFM 0015.

6272 **Accounts Payable** Records
Destroyed after 7 years under AFM 0018.

6273 **Invoices**, 1958-1983
Immediate destruction subject to transfer of financial statements to Archives under AFM 0021.

6274 **General Ledger**
Transferred to Archives after 10 years under AFM 0019.

6275 **Employee Files**
Transferred to Archives 7 years after closure under AFM 0020.

6276 Payroll - **Computer System**
Destroyed from a minimum of 1 year to a maximum of 7 years with the exception of the payroll register and monthly payroll which are transferred to the Archives under AFM 0016.

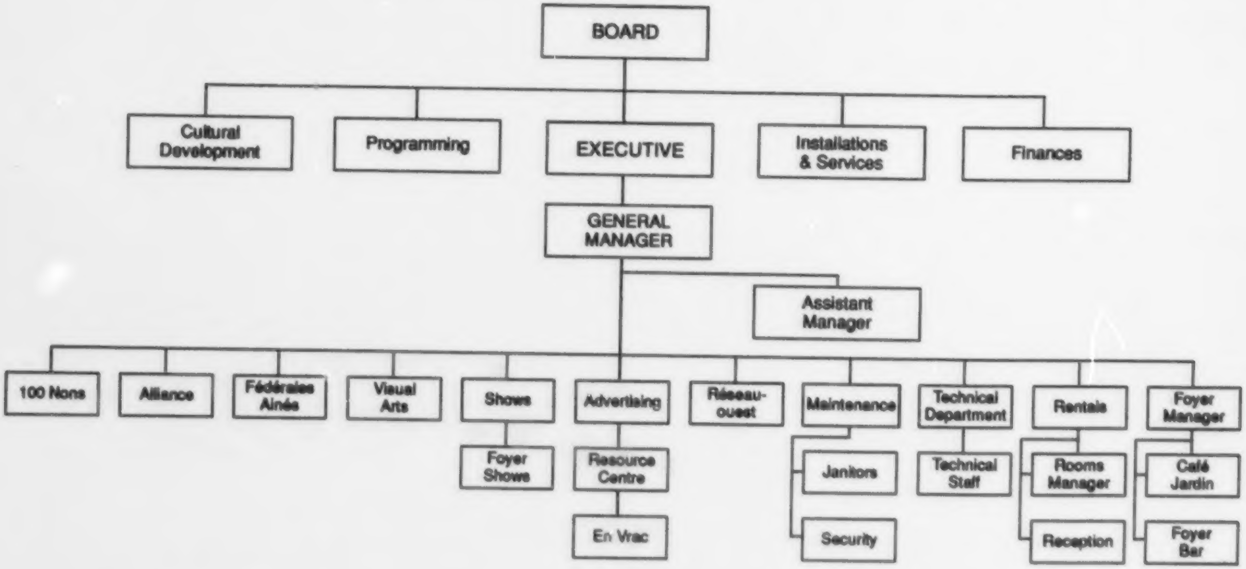
## 6277 DRUG AND ALCOHOL AWARENESS AND INFORMATION UNIT

The Drug and Alcohol Awareness and Information Unit supports the work of the Foundation by disseminating information respecting the recognition, prevention and treatment of the abuse or misuse of alcoholand other drugs. Services include: media relations, development of information projects, administration of The Freedom of Information Act, operation of the William Potoroka Memorial Library which has a comprehensive collection of resource material on alcohol and other drugs, and research and evaluation activities concerning drug abuse prevention/treatment and data systems.

### Records

6278 **Uniform Data - Computer System**
Client admission, discharge, follow-up, and aggregate demographic and treatment information.
Continuously updated (master electronic file); destroyed variably (input and output) with the exception of aggregate statistics which are transferred to Archives after 5 years under AFM 0010A.

## LE CENTRE CULTUREL
## FRANCO-MANITOBAIN


BOARD
Cultural Development
Programming
EXECUTIVE
Installations & Services
Finances
GENERAL MANAGER
Assistant Manager
100 Nons
Alliance
Fédérales Aînés
Visual Arts
Shows
Foyer Shows
Advertising
Resource Centre
En Vrac
Réseau-ouest
Maintenance
Janitors
Security
Technical Department
Technical Staff
Rentals
Rooms Manager
Reception
Foyer Manager
Café Jardin
Foyer Bar

## LE CENTRE CULTUREL FRANCO-MANITOBAIN

6350 Le Centre culturel franco-manitobain was established by *Le Centre Culturel Franco-Manitobain Act* in 1972 to encourage, foster and sponsor cultural activities in the French language and to make Franco-Canadian culture available to Manitobans.

6351 Applications for access to the records of Le Centre culturel franco-manitobain may be sent to the Access Coordinator:

Freedom of Information
Access Coordinator
Le Centre culturel franco-manitobain
340 Boulevard Provencher
St. Boniface
R2H 0G7
Ph: 233-8972

Arrangements for examining records and for obtaining photocopies may be made through the Access Coordinator.

All government offices are listed by community at the end of the *Access Guide* green pages.

6352 The Access Officer for le Centre culturel franco-manitobain is:

Executive Director
Le Centre culturel franco-manitobain
340 Boulevard Provencher
St. Boniface
R2H 0G7

6353 BOARD

*Le Centre Culturel Franco-Manitobain Act* establishes a Board of not fewer than five members appointed by the Lieutenant Governor-in-Council, of whom five are appointed from not less than ten persons nominated by La Societe franco-manitobain.

*Records*

6354 Centre culturel franco-manitobain - **Office Files**
Minutes of the Board of Directors, correspondence with resident cultural groups and other francophone cultural organizations and committees throughout Manitoba, general correspondence regarding visual and performing arts.
Transferred to Archives after 6 years under CFM 0001.

## LE CENTRE CULTUREL FRANCO-MANITOBAIN

6355 Project Files
Administration and delivery of visual and performing arts projects sponsored by the Centre including project descriptions, budgets, employee contracts, technical data, correspondence with groups/agencies/ institutions, press releases, itineraries, film bookings.
Transferred to Archives after 6 years under CFM 0002.

6356 Rental Contracts
Contractual agreements to rent the Centre's meeting hall.
Destroyed after 7 years under CFM 0016.

6357 Financial Administration Files
Budget working papers, estimates, annual report drafts, service contracts, permits.
Destroyed after 7 years under CFM 0021.

6358 Revenue Records
Daily sales records for Café Jardin restaurant, Le foyer bar, la Boutique and reception sales.
Destroyed after 7 years under CFM 0023.

6359 General Ledger System - Computer System
Receipts and expenditures including monthly reports, balances, and general ledger.
Destroyed after 4 years with the exception of the journal entries, the batch entry report and the general ledger which are to be transferred to the Archives under CFM 0003.

6360 Accounts Receivable Ledger
Destroyed after 7 years under CFM 0010.

6361 Receipts
Destroyed after 7 years under CFM 0004.

6362 Ticket Reconciliation Forms
Number of tickets sold and revenue.
Destroyed after 7 years under CFM 0019.

6363 Bar Revenue Sheets
Daily record of bar cash revenue.
Destroyed after 7 years under CFM 0018.

6364 Bank Deposit Slips
Destroyed after 7 years under CFM 0020.

6365 Purchase Orders
Destroyed after 7 years under CFM 0007.

6366 Suppliers Files
Purchase and receipt of goods and services.
Destroyed after 7 years under CFM 0009.

6367 Invoices
Destroyed after 7 years under CFM 0008.

Send Applications to Access Guide 6351

LE CENTRE CULTUREL FRANCO-MANITOBAIN

6368 Nevada Ticket Stubs
Record of monies issued to winning ticket holders.
Destroyed after audit o: 1 year after return filed under CFM 0017.

6369 Cheque Stubs
Destroyed after 7 years under CFM 0005.

6370 Cancelled Cheques
Destroyed after 10 years under CFM 0006.

6371 Time Sheets
Hours worked by employees on hourly wages.
Destroyed after 10 years under CFM 0011.

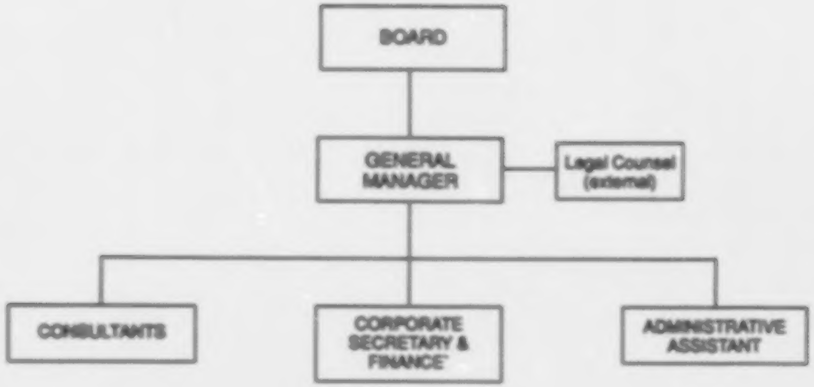
6372 Payroll Journal
Chronological record of payroll expenditures.
Transferred to Archives after 7 years under CFM 0013.

6373 Payroll Ledger
Destroyed after 50 years under CFM 0012.

6374 Revenue Canada T4 Forms
Destroyed after 7 years under CFM 0014.

6375 Employee Files
Transferred to Archives 5 years after closure under CFM 0015.

COMMUNITIES ECONOMIC
DEVELOPMENT FUND


BOARD
GENERAL MANAGER
Legal Counsel (external)
CONSULTANTS
CORPORATE SECRETARY & FINANCE*
ADMINISTRATIVE ASSISTANT

COMMUNITIES ECONOMIC DEVELOPMENT FUND

6460 The Communities Economic Development Fund was established to assist in the development of remote and isolated communities by supplementing existing sources of business financing for economically disadvantaged residents. Assistance usually takes the form of a term loan to help establish or expand small to medium-size businesses. The Fund also assists community development corporations.

All types of small to medium-size businesses ranging from manufacturing to service industries are eligible for assistance.

While the Fund emphasizes the economic development of Northern Manitoba, it also provides assistance to businesses meeting the Fund's conditions in southern Manitoba outside the City of Winnipeg.

6461 Applications for access to the records of the Communities Economic Development Fund may be sent to the Access Coordinator:

Freedom of Information
Access Coordinator
Communities Economic Development Fund
23 Station Road
Thompson
R8N 0N6
Ph: 778-4138

Arrangements for examining records and for obtaining photocopies may be made through the Access Coordinator.

All government offices are listed by community at the end of the Access Guide green pages.

6462 The Access Officer for the Communities Economic Development Fund is:

General Manager
Communities Economic Development Fund
23 Station Road
Thompson
R8N 0N6

6463 BOARD OF DIRECTORS

The Board of Directors consists of not fewer than four and not more than eight members and is appointed by the Lieutenant-Governor-in-Council. The Board is responsible for the management of the Fund.

Records

6464 Directors' Expense Files
Destroyed after 7 years under CEDF 0010.

# COMMUNITIES ECONOMIC DEVELOPMENT FUND

## 6465 GENERAL MANAGER

The General Manager is responsible for the general administration of the Development Fund, the coordination of policy issues and for personnel matters.

### Records

6466 Minute Books
Transferred to Archives after 10 years under CEDF 0007.

6467 Corporate Secretary - Office Files
Transferred to Archives after 10 years under CEDF 0005.

6468 Loan Case Files
Applications for loans including project proposals, submissions to the Board, investigation and monitoring reports, Board decisions. Rejected and withdrawn applications are included.
Destroyed 20 years after closure, subject to archival selection, under CEDF 0006.

6469 Employee Files
Destroyed 7 years after termination of employment under CEDF 0009.

6470 Payroll Administration Records
Destroyed after 7 years under CEDF 0011.

## 6471 EXTERNAL LEGAL COUNSEL

External Legal Counsel is responsible for drafting agreements and for providing legal advice concerning loans.

## 6472 CORPORATE SECRETARY/FINANCE

Corporate Secretary/Finance is responsible for the loan portfolio of the Fund, and for monitoring accounts, processing loan applications and issuing loan disbursements.

### Records

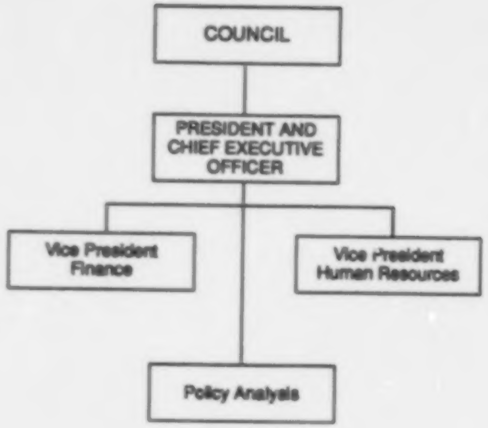
6473 Cheque Requisitions
Destroyed after 7 years under CEDF 0001.

6474 Monies Received and Deposited in the Bank
Destroyed after 7 years under CEDF 0002.

6475 Journal Entries
Internal accounting transactions
Destroyed after 7 years under CEDF 0003.

6476 Bank Statements and Cancelled Cheques
Destroyed after 7 years under CEDF 0004.

## CROWN CORPORATIONS COUNCIL


COUNCIL
PRESIDENT AND CHIEF EXECUTIVE OFFICER
Vice President Finance
Vice President Human Resources
Policy Analysis

## CROWN CORPORATIONS COUNCIL

6500 The Crown Corporations Council was established in 1989 under The Crown Corporations Public Review and Accountability Act. It facilitates, in cooperation with each corporation in its jurisdiction, the development of clearly defined mandates, statements of purpose, and consistent and effective criteria for measuring corporate performance. It reviews long-term corporate plans and capital expenditure proposals and ensures that corporations are consistent with one another in their practices. The Council advises the Lieutenant Governor-in-Council on matters concerning corporate policy and practice and receives and hears submissions from any person who, in the opinion of the council, has knowledge respecting any aspect of a corporation's activities and alleged corporate failure to comply with statutory requirements and Council policy.

6501 Applications for access to the records of the Crown Corporations Council may be sent to the Access Coordinator:

Freedom of Information
Access Coordinator
Crown Corporations Council
320 - 530 Kenaston Blvd.
Winnipeg
R3N 1Z4
Ph: 949-5270

Arrangements for examining records and for obtaining photocopies may be made through the Access Coordinator.

All government offices are listed by community at the end of the Access Guide green pages.

6502 The Access Officer for the Crown Corporations Council is:

Vice President, Finance
Crown Corporations Council
320 - 530 Kenaston Blvd.
Winnipeg
R3N 1Z4

6503 BOARD OF DIRECTORS

The business and affairs of the Council are managed by the Board of Directors which currently consists of 7 members appointed by the Lieutenant-Governor-in-Council. The Act identifies member of the Board as including the Dean of the Faculty of Management of the University of Manitoba or designate; a person nominated by the Institute of Chartered Accountants of Manitoba; a representative of consumer organizations; and 3 additional persons with demonstrated management or technical expertise.

CROWN CORPORATIONS COUNCIL

Records

6504 Board of Directors' **Minutes**
Transferred to Archives after 5 years under CCC/PIC 0001.

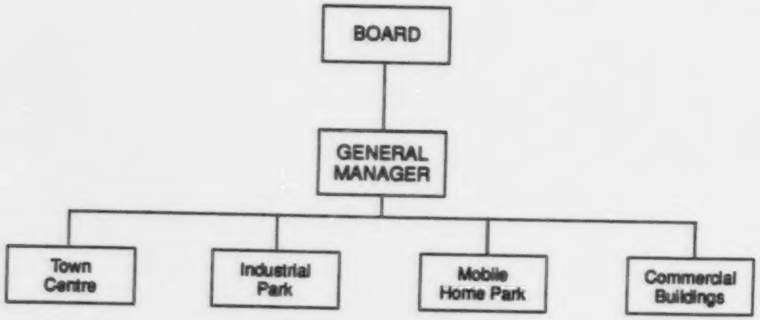
6505 Crown Corporations Council - **Office Files**
Destroyed after 6 years under CCC/CR 0002A.

6506 Policy and Programe Files
Files concern capital **budgets**, auditor selection and corporation-specific issues.
destroyed after 7 years, **subject to archival selection**, under CCC/CR 0001A.

6507 **Employee Files**
Transferred to Archives 50 years after termination of employee under CCC/PIC 0003.

6508 **Employee Files** - Crown Investments Department
Destroyed after 60 years under CCC/PIC 0004.

## LEAF RAPIDS TOWN PROPERTIES LTD.


BOARD
GENERAL MANAGER
Town Centre
Industrial Park
Mobile Home Park
Commercial Buildings

## LEAF RAPIDS TOWN PROPERTIES LIMITED

6520 Leaf Rapids Town Properties Ltd. was originally incorporated as Leaf Rapids Development Corporation on July 18, 1971. Its mandate was to plan and develop the community of Leaf Rapids to service the Ruttan Mine being developed by Sherritt Gordon Mines Ltd. Upon completion of the town development, the Corporation's name was changed to Leaf Rapids Town Properties Ltd. It is responsible for managing the property assets in Leaf Rapids, which include the Leaf Rapids Town Centre, an Industrial Park, a Mobile Home Park and several other commercial buildings. The General Manager is located in Winnipeg, but the Leaf Rapids office is responsible for all administrative, accounting and property management functions, including collection of rentals, payment of expenses, lease renewal and negotiations.

6521 Applications for access to the records of Leaf Rapids Town Properties Ltd. may be sent to the Access Coordinator:

Freedom of Information
Access Coordinator
Leaf Rapids Town Properties Ltd.
600 - 800 Portage Avenue
Winnipeg
R3G 0N4
Ph: 945-4945

Arrangements for examining records and for obtaining photocopies may be made through the Access Coordinator.

All government offices are listed by community at the end of the Access Guide green pages.

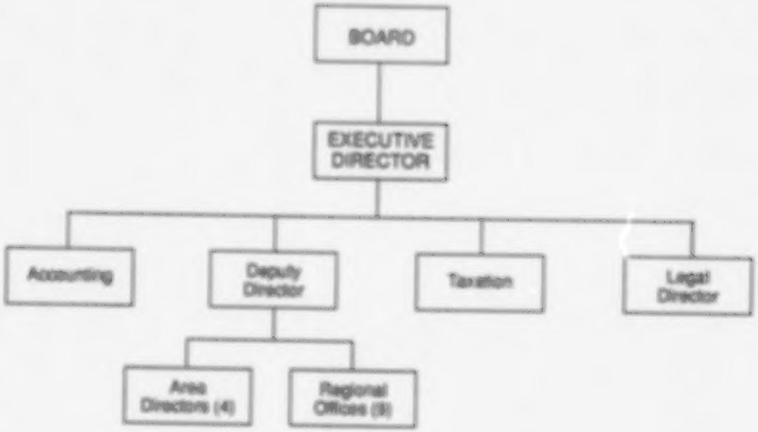
6522 The Access Officer for Leaf Rapids Town Properties is:

General Manager
Leaf Rapids Town Properties Ltd.
600 - 800 Portage Avenue
Winnipeg
R3G 0N4

### 6523 BOARD OF DIRECTORS

The affairs of the Corporation are managed by a four-person Board of Directors.

# LEGAL AID SERVICES SOCIETY OF MANITOBA


BOARD
EXECUTIVE DIRECTOR
Accounting
Deputy Director
Taxation
Legal Director
Area Directors (4)
Regional Offices (9)

Send Applications to Access Guide 6601

## LEGAL AID SERVICES SOCIETY OF MANITOBA

6600 The Legal Aid Services Society of Manitoba (Legal Aid Manitoba) was incorporated under The Legal Aid Services Society of Manitoba Act in 1972. The Society is jointly funded by the federal and provincial governments. It provides legal services to individuals, groups and organizations who could not otherwise afford the services of a lawyer. In 1982 the Society established a Public Interest Law Centre to represent groups and organizations on public interest and low income issues of law.

6601 Applications for access to the records of Legal Aid Services Society may be sent to the Access Coordinator:

Freedom of Information
Access Coordinator
Legal Aid Manitoba
402 - 294 Portage Avenue
Winnipeg
R3C 0B9
Ph: 985-8500

Arrangements for examining records and for obtaining photocopies may be made through the Access Coordinator.

All government offices are listed by community at the end of the Access Guide green pages.

6602 The Access Officer for Legal Aid is:

Executive Director
Legal Aid Manitoba
402 - 294 Portage Avenue
Winnipeg
R3C 0B9

Internal Index: Program Files (Certificate) and Program Files (Refusals) - Nominal Index.

6603 BOARD OF DIRECTORS

Under The Legal Aid Services Society of Manitoba Act, the affairs of the Society are managed by an 12 member Board of Directors appointed by the Lieutenant-Governor-in-Council, and one of whom is appointed by the federal government.

Records

6604 Legal Aid Services Society Board - Minutes
Transferred to Archives after 5 years under LAM 0001.

Send Applications to Access Guide 6601

LEGAL AID SERVICES SOCIETY OF MANITOBA

6605 Executive Director - Office Files
Destroyed after 7 years, subject to archival selection, under LAM 0002.

6606 Director of Community Law Centres - Office Files
Destroyed after 5 years, subject to archival selection, under LAM 0003.

6607 Program Files (Certificate)
Legal Aid client data including applications for aid, certificates of acceptance, financial assessments, legal documents, lawyers' accounts, invoices, payment authorization.
Destroyed 7 years after closure under LAM 0004 and LAM 0007A; destroyed after 7 years (duplicate forms) under LAM 0017.

6608 Program Files (Refusals)
Applications for aid which have been rejected including applications, financial assessments, notices of refusal, reasons for refusal. May include appeals for reconsideration and Board decisions.
Destroyed after 3 years, providing no appeals are pending, under LAM 0006.

6609 Index to Program Files
Legal Aid client data including name, date of application, file type (acceptance or refusal) and number, activity status (closed or open).
Destroyed after 7 years, once superseded, under LAM 0005.

6610 Age and Opportunity Files
Legal assistance in civil matters to senior citizens.
Destroyed after 7 years under LAM 0010.

6611 Informal Files
Interviews with potential clients for legal aid.
Destroyed after 3 years under LAM 0008.

6612 Duty Counsel Files
Assistance supplied by duty counsel and costs. Duty counsel provide advice and assistance to legal aid clients in courts and institutions.
Destroyed after 7 years under LAM 0009.

6613 Financial Records - Permanent
General ledger, transaction audit report, financial statements, disbursements journal.
Transferred to Archives after 10 years under LAM 0013.

6614 Accountant's Files
Budgets, statistics and building lease files.
Destroyed after 7 years, with the exception of building leases which are retained until terminated, under LAM 0012.

6615 Invoices - Receivable
Destroyed after 7 years under LAM 0016.

Send Applications to Access Guide 6601

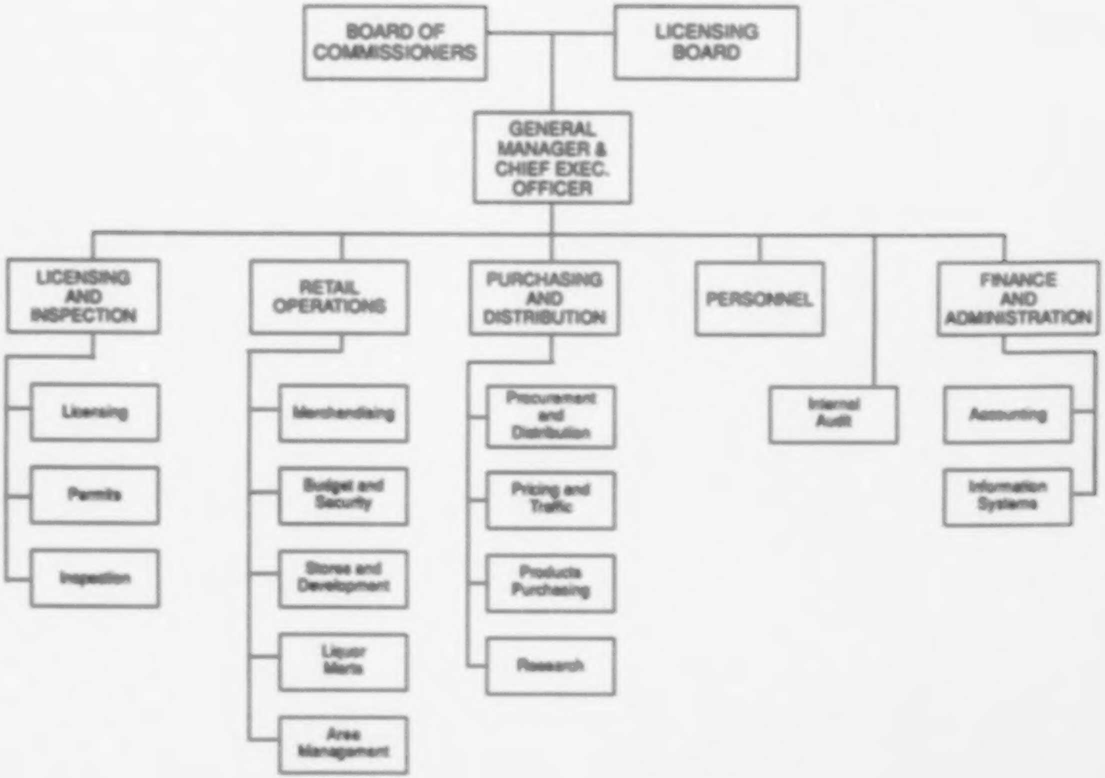
LEGAL AID SERVICES SOCIETY OF MANITOBA

6616 Disbursement Reports
Legal Aid disbursements including payroll (payments to staff counsel), payments to private bar lawyers, and vehicle costs.
Destroyed after 7 years under LAM 0014.

6617 Cancelled Cheques
Destroyed after 7 years under LAM 0015.

6618 Employee Files
Destroyed 1 year after closure under LAM 0011.

## LIQUOR CONTROL
## COMMISSION OF MANITOBA


BOARD OF COMMISSIONERS
LICENSING BOARD
GENERAL MANAGER & CHIEF EXEC. OFFICER
LICENSING AND INSPECTION
Licensing
Permits
Inspection
RETAIL OPERATIONS
Merchandising
Budget and Security
Stores and Development
Liquor Marts
Area Management
PURCHASING AND DISTRIBUTION
Procurement and Distribution
Pricing and Traffic
Products Purchasing
Research
PERSONNEL
Internal Audit
FINANCE AND ADMINISTRATION
Accounting
Information Systems

## LIQUOR CONTROL COMMISSION OF MANITOBA

6700 The Liquor Control Commission of Manitoba was established in 1923 to control the sale of alcoholic beverages in Manitoba. Under The Liquor Control Act, the Commission consists of not fewer than five members, appointed by the Lieutenant-Governor-in-Council. The Act empowers the Commission to buy, import and sell liquor, control the possession, sale and transportation of liquor, and to control the establishment of liquor stores throughout the province.

6701 Applications for access to the records of the Liquor Control Commission of Manitoba may be sent to the Access Coordinator:

Freedom of Information
Access Coordinator
Liquor Control Commission of Manitoba
P.O. Box 1023
1555 Buffalo Place
Winnipeg
R3C 2X1
Ph: 284-2501

Arrangements for examining records and for obtaining photocopies may be made through the Access Coordinator.

All government offices are listed by community at the end of the Access Guide green pages.

6702 The Access Officer for the Liquor Control Commission is:

Freedom of Information
Access Officer
Liquor Control Commission
1555 Buffalo Place
Winnipeg
R3T 1L9

6703 BOARD OF COMMISSIONERS

The Board of Commissioners consists of not fewer than five members, including a Chairperson, who are appointed by the Lieutenant-Governor-in-Council.

Records

6704 Commission Minutes
Transferred to Archives after 10 years under LC 0019.

6705 Chairman - Office Files
Destroyed after 10 years, subject to archival selection, under LC 0018.

LIQUOR CONTROL COMMISSION OF MANITOBA

6706 LICENSING BOARD

The Licensing Board considers and recommends applications for licences, conducts disciplinary hearings, and makes decisions on licence matters.

PRESIDENT AND CHIEF EXECUTIVE OFFICER

Records

6707 President - Office Files
Destroyed after 10 years, subject to archival selection, under LC 0017.

6708 LICENSING

Licensing includes: Licensing, Permits, and Inspection.

Records

6709 Vice President, Licensing - Office Files
Destroyed after 10 years under LC 0028.

6710 Contracts and Leases
All contracts (premises/equipment) and leases (services) entered into by the Commission.
Destroyed 6 years after lease or contract has expired under LC 0047.

6711 LICENSING
Licensing

Licensing provides assistance to applicants and their advisors in the licence application process, prepares a summary of each application for consideration by the Licensing Board, and processes inquiries regarding the licensing of hotels, restaurants, private clubs, and other groups.

Records

6712 Licensing Manager - Office Files
Destroyed after 5 years under LC 0029.

6713 Licensing Files - Licensed Premises
All licensed premises including applications for licences, copies of licences, reports and directives, and complaints.
Destroyed 7 years after licence is not renewed, subject to archival selection, under LC 0031.

6714 LICENSING
Permits

Permits is responsible for processing all occasional permit applications and notifying licensees, liquor stores and liquor vendors of prohibition

LIQUOR CONTROL COMMISSION OF MANITOBA

6714 contd orders. It is also responsible for the Commission's "No Hassle ID" photo-identification program for young Manitobans, and for approval of advertising and promotional material placed by liquor suppliers and licensees.

Records

6715 **Permits Manager - Office Files**
Destroyed after 5 years under LC 0030.

6716 **Applications for Occasional Permits**
Applications from clubs or individuals for permits to purchase, sell, service, and consume liquor at social functions and copies of permits issued.
Destroyed after 7 years under LC 0007.

6717 **Occasional Permits - Computer System**
Processing and monitoring of occasional permits including application, eligibility, fees collected, inspections reports, locations and dates of functions, listings of organizations approved, city and rural hall locations, and permits sales reconciliations and summaries.
Continuously updated (master electronic file); destroyed variably (input and output) under LC 0054.

6718 **Permit Office Files to 1984**
Statistics concerning the use of occasional permits including organizations and banquet halls, number of applications, processed, rejected or cancelled.
Destroy after 7 years under LC 0062.

6719 LICENSING
Inspection

Inspection is responsible for inspection of licensed premises and investigation of complaints about the operation of licensed premises. It also conducts educational seminars for the operators of licensed premises.

Records

6720 **Chief Inspector - Office Files**
Destroyed after 10 years under LC 0020.

6721 **Licensed Premises Inspection Files**
Inspection of licensed premises including reports, directives and work orders for repairs.
Destroyed 7 years after licence is not renewed, under LC 0021.

LIQUOR CONTROL COMMISSION OF MANITOBA

6722 RETAIL OPERATIONS

Retail Operations includes: Merchandising, Stores Development, Liquor Store and Liquor Vendor Management, and Budget and Security. In addition, 174 privately-owned liquor vendors report through this division.

Records

6723 Director - **Office Files**
Destroyed after 10 years under LC 0041.

6724 RETAIL OPERATIONS
Merchandising

Merchandising provides retail merchandising services at Commission liquor marts and increasingly at privately owned liquor vendors throughout Manitoba.

6725 RETAIL OPERATIONS
Stores Development

Stores Development is responsible for the design and maintenance of the Commission's physical facilities. It also works with real estate developers to ensure liquor stores are conveniently located.

Records

6726 Liquor Stores Development
Liquor store design, layout, and lease commitments.
Destroyed after 5 years under LC 0042.

6727 Building Plans and Blueprints
Specifications, plans and blueprints for premises occupied by the Commission.
Destroyed 5 years after premises vacated by the Commission, subject to archival selection, under LC 0046.

6728 RETAIL OPERATIONS
Liquor Stores

Liquor Stores provide retail liquor service at 49 locations throughout the province.

Records

6729 Liquor Stores Files
Management of liquor stores, including transaction procedures, unit activity reports, cash and stock discrepancy reports, visitation reports on maintenance, inventory control, merchandising, security, and staffing.
Destroyed after 5 years under LC 0043.

LIQUOR CONTROL COMMISSION OF MANITOBA

6730 Liquor Stores - Office Files
Destroyed after 4 years under LC 0064.

6731 Stores Daily Activity Reports - Duplicates
Daily activities including sales, returns, occasional permit applications, and customer orders.
Destroyed after 1 year under LC 0002.

6732 Merchandising Inventories - Duplicates
Transfers of merchandise and quantities at each location.
Destroyed after 1 year under LC 0004.

6733 Cash Register Tapes
Destroyed after 3 years under LC 0006.

6734 Cashier Deposit Slips
Destroyed after 4 years under LC 0005.

6735 Stores Banking Records - Duplicates
Bank records including sales/change fund, contingent account deposits, bank statements, change fund requisitions, contingent account reimbursement requests.
Destroyed after 1 year under LC 0001.

6736 Employees Time Sheets - Duplicates
Destroyed after 1 year under LC 0003.

6737 RETAIL OPERATIONS
Budget and Security

Budget and Security ensures that security equipment and procedures are in place for the protection of physical, financial, and human resources. It also prepares Retail Operations' budget and tracks the results.

Records

6738 Supervisor, Budget and Security - Office Files
Destroyed after 5 years under LC 0045.

6739 RETAIL OPERATIONS
Area Management

Liquor store and liquor vendor management ensures that liquor stores and privately owned liquor vendors operate in compliance with Commission policy and procedures. It also investigates applications for establishing a liquor vendor in Manitoba.

LIQUOR CONTROL COMMISSION OF MANITOBA

Records

6740 Liquor Vendor Files
Liquor vendors are privately owned businesses authorized by the Commission to sell liquor. Files include liquor vendor agreements, investigation reports, and liquor returns.
Destroyed after 5 years under LC 0044.

## 6741 PURCHASING

Purchasing includes Procurement and Distribution, Pricing and Traffic, Products Purchasing, and Research.

Records

6742 Vice President, Purchasing - **Office Files**
Destroyed after 10 years under LC 0036.

6743 Purchasing - **Office Files**
Destroyed after 5 years under LC 0040.

## 6744 PURCHASING
### Procurement and Distribution

Procurement and Distribution is responsible for liquor procurement and inventory control, quality control, monitoring stock movement, and providing information to the public regarding the private importation of beverage liquor into the province. This includes responsibility for the Distribution Centre, which distributes all liquor except domestic beer, and for the Order Office, which processes liquor orders for delivery from the Distribution Centre.

Records

6745 Distribution Manager - **Office Files**
Destroyed after 5 years under LC 0039.

6746 Liquor Receipts
All stock received into the Commission warehouse.
Destroyed after 3 years under LC 0009.

6747 Liquor Shipments
All liquor disbursed from the Commission warehouse.
Destroyed after 3 years under LC 0010.

6748 Customer and Liquor Store Orders
Orders for the purchase and delivery of liquor and beer.
Destroyed after 7 years under LC 0012.

LIQUOR CONTROL COMMISSION OF MANITOBA

6749 Accounts Receivable
Sales to customers and shipments to Commission stores.
Destroyed after 7 years under LC 0008.

6750 Warehouse Activity Report
Daily inventory of merchandise on hand in Commission warehouse.
Destroyed after 6 years under LC 0011.

6751 PURCHASING
Pricing and Traffic

Pricing and Traffic is responsible for pricing all products except domestic beer, issuing public and trade price lists, and arranging for transportation of liquor from Canadian and foreign suppliers to the Commission.

Records

6752 Pricing and Traffic Manager - Office Files
Destroyed after 5 years under LC 0038.

6753 PURCHASING
Products Purchasing

Products Purchasing supports the Vice President, Purchasing in product selection and purchasing. This includes communicating with suppliers and providing guidance on new product submissions, providing product knowledge training for employees and licensees, coordinating internal and external wine panels, selecting products for special merchandising programs, and recommending listings and delistings to the Listing Committee.

Records

6754 Merchandise Supplier Files
Supply of merchandise to the Commission including purchase orders, invoices, and customs and excise records.
Destroyed after 5 years under LC 0037.

6755 PURCHASING
Research

Research prepares the Commission's sales forecast and tracks results, provides market analysis to support the listing review, and maintains a statistical data bank for use by all divisions.

6756 FINANCE

Finance includes Accounting and Information Systems.

LIQUOR CONTROL COMMISSION OF MANITOBA

Records

6757 Vice President, Finance - **Office Files**
Destroyed after 10 years under LC 0022.

6758 **FINANCE**
Accounting

Accounting provides financial and administrative support services to the Commission, including design and implementation of financial systems and procedures, coordination of the Commission's budget process, accounting and budgeting of revenues and expenses, account payment, purchase of stationery and office supplies, forms management and printing, **records management**, and payroll. It is also responsible for the pricing of domestic beer.

Records

6759 Accounting Manager - **Office Files**
Destroyed after 5 years under LC 0024.

6760 Accounting - **Office Files**
Destroyed after 4 years under LC 0027.

6761 Licensee Purchases Through Liquor Vendors - **Computer System**
Liquor sold to licensees (hotels, restaurants, clubs) by liquor vendors in rural communities.
Continuously updated (master electronic file); destroyed variably (input and output) under LC 0057.

6762 Store Sales - **Computer System**
Store sales and revenue disbursement transactions including orders from licensees (hotels, restaurants, clubs) for liquor, all liquor not sold at retail price (breakages, discounts), returns, domestic beer returns form store to Associated Beer Distributors, liquor on hand, new product notifications, stock layouts, brand information, licensee transactions, sales by brand, bank deposits, comparative store sales, unit volume sales by region, store breakages, and audit trails.
Continuously update (master electronic file); destroyed variably (input and output) under LC 0049.

6763 Beer Sales - **Computer System**
Beer sales where domestic beer is shipped directly from supplier to the customer. Includes orders, brand price lists and sales history, daily and monthly sales analyses, **general ledger**, brewery transactions, literage by brand, comparative sales by brand, brand market shares, and audit trails.
Continuously updated (master electronic file); destroyed variably (input and output) under LC 0050.

Send Applications to Access Guide 6701

## LIQUOR CONTROL COMMISSION OF MANITOBA

6764 **General Ledger and Accounts Payable - Computer System**
Continuously updated (master electronic file); destroyed variably (input and output) with the exception of the project analysis which is transferred to Archives after 10 years under LC 0051.

6765 **Purchasing and Distribution - Computer System**
Stock receipt and disbursement including customs and excise, federal tax, freight, delivery, carrier statements, arrivals by country, shipments to stores, sales summaries (spirits, wine, beer, absolute alcohol).
Continuously updated (master electronic file); destroyed variably (input and output) under LC 0052.

6766 **Customers - Computer System**
Processing of liquor and beer order and returns for Commission customers (hotels, restaurants, clubs, liquor vendors).
Continuously updated (master electronic file); destroyed variably (input and output) under LC 0053.

6767 **Commission Payroll - Computer System**
Employee status, payroll, and deductions.
Continuously updated (master electronic file); destroyed variably (input and output) under LC 0048.

6768 **Vehicles - Computer System**
Operation, cost and performance of Commission vehicles.
Continuously updated (master electronic file); destroyed variably (input and output) under LC 0056.

6769 **Financial Records to 1984**
Financial records pre-dating computer system introduced in 1984.
Includes general ledger, cash receipts ledger, cheque register, sales journal, and purchase journal.
Destroyed after 10 years, subject to archival selection, under LC 0061.

6770 **General Supplies Buyer - Office Files**
Destroyed after 5 years under LC 0025.

6771 **Requisitions - Supplies and Services**
Destroyed after 7 years under LC 0026.

6772 **Customer Statements of Account**
Purchases of liquor and beer by each licensee.
Destroyed after 6 years under LC 0016.

6773 **Payment Vouchers**
Authority for, and record of, all payments made by the Commission.
Destroyed after 6 years under LC 0013.

6774 **Bank Statements**
Destroyed after 7 years under LC 0014.

6775 **Cancelled Cheques**
Destroyed after 6 years under LC 0015.

LIQUOR CONTROL COMMISSION OF MANITOBA

6776 **FINANCE**
Information Systems

Information Systems is responsible for the acquisition, development, enhancement, and maintenance of computer systems and office automation in the Commission.

6777 **INTERNAL AUDIT**

Internal Audit plans and conducts reviews of existing and proposed financial and procedural systems of the Commission, and makes recommendations on policies and procedures. It is also responsible for safeguarding Commission assets.

Records

6778 Internal Audit Manager - **Office Files**
Destroyed after 5 years under LC 0023.

6779 **HUMAN RESOURCES**

Human Resources is responsible for the planning, development, implementation, and administration of the personnel program for the Commission. This includes recruitment and selection, salary, benefit, and collective agreement administration, staff training and development, employee relations, and personnel records.

Records

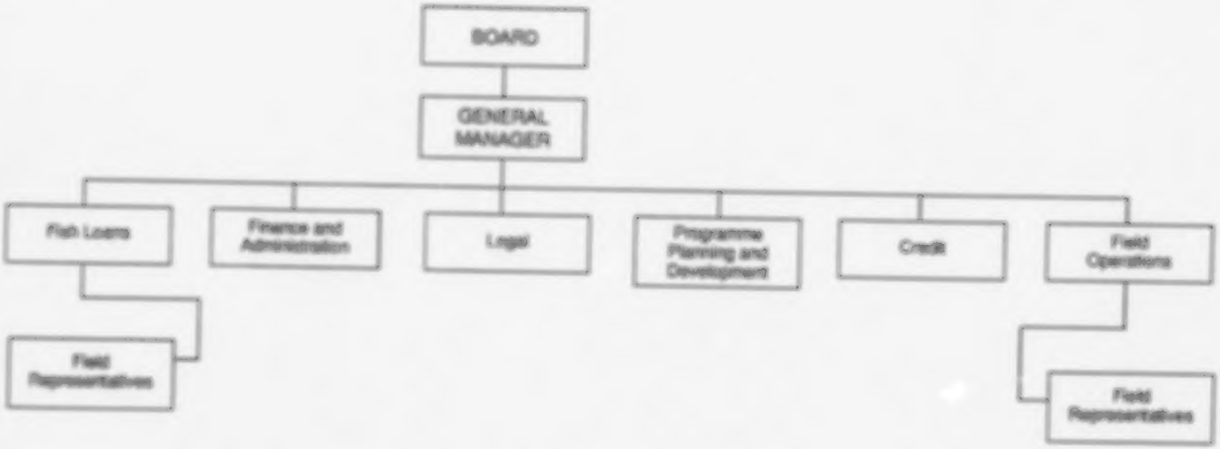
6780 Director - **Office Files**
Destroyed after 10 years under LC 0033.

6781 Training Office Files
Courses offered including outline and timetable, and enrollment.
Destroyed after 5 years under LC 0035.

6782 Employee Benefits Files
Benefits provided to employees.
Destroyed after 10 years under LC 0034.

6783 **Employee Files**
Transferred to Archives after 50 years under LC 0032.

MANITOBA AGRICULTURAL
CREDIT CORPORATION


BOARD
GENERAL MANAGER
Fish Loans
Finance and Administration
Legal
Programme Planning and Development
Credit
Field Operations
Field Representatives
Field Representatives

MANITOBA AGRICULTURAL CREDIT CORPORATION

6850 Manitoba Agricultural Credit Corporation was established in 1958 to provide credit facilities for farmers, to assist farmers in obtaining credit, and to assist in development of farms in the Province.

The Corporation may assist individual farmers, farming cooperatives, corporations (including producer boards) and partnerships to purchase livestock and equipment, construct new or renovate old buildings, improve land, consolidate outstanding debts, etc. The Corporation may make direct loans or guarantee loans advanced by other approved lending institutions to assist in the development of economic farm units.

Under The Fisheries Act and its regulations, the Corporation may make direct loans to individual fishermen, groups of fishermen, fisheries cooperatives and incorporated fishing companies for the purchase of fishing equipment, consolidation of outstanding debts, and for other purposes related to the establishment and development of economic commercial fishing operations.

The Corporation's Head Office is located in Winnipeg. Its rural service is delivered by field representatives operating out of seventeen offices located in rural Manitoba.

6851 Applications for access to the records of the Manitoba Agricultural Credit Corporation may be sent to the Access Coordinator:

Freedom of Information
Access Coordinator
Manitoba Agricultural Credit Corporation
7th Floor - 125 Garry Street
Winnipeg
R3C 3P2
Ph: 947-3266

Arrangements for examining records and for obtaining photocopies may be made through the Access Coordinator.

All government offices are listed by community at the end of the Access Guide green pages.

6852 The Access Officer for the Manitoba Agricultural Credit Corporation is:

General Manager
Manitoba Agricultural Credit Corporation
7th Floor - 125 Garry Street
Winnipeg
R3C 3P2

Records

6853 Board of Directors - Minutes
Transferred to Archives after 15 years under MAG 0048.

MANITOBA AGRICULTURAL CREDIT CORPORATION

6854 Board of Directors - Meeting Files
Policy and procedures of client cases requiring board consideration.
Transferred to Archives after 5 years under MAG 0047.

6855 Resolutions
Decisions and recommendations concerning policy, procedures or client cases.
Transferred to Archives after 15 years under MAG 0049.

6856 General Manager - Office Files
Transferred to Archives after 5 years under MAG 0046.

6857 FISHERMEN'S LOANS

The Fishermen's Loan Division is responsible for the utilization of human and fiscal resources to ensure an effective development and delivery of the Fishermen's Loan Program, including planning, development and implementation of credit to clients, and administration of client accounts.

Internal Indexes: Fishing Loans Card Index.

Records

6858 Fishing Loans Applications (Declined)
Fishing loan applications which have been declined, including applications and fishermen reference reports.
Destroyed after 7 years, subject to archival selection, of 1 file per year under MAG 0017.

6859 Fish Remittance Forms
Monthly listing of fish loan repayments, including name of the fishermen, address, loan number, client number, gross weekly receipts, percentage of the weekly check-off and the amount remitted.
Destroyed after 7 years under MAG 0037.

6860 Agents' Correspondence Files
Repayment of fishing loans, including check-off assignments of gross fish receipts to the Corporation, control and production sheets.
Destroyed after 7 years under MAG 0019.

6861 Master Index Card File
Client's name, address, SIN, section, township, range and municipality of residence, type of loan(s) and file number.
Destroyed 7 years after closure under MAG 0029.

6862 FINANCE AND ADMINISTRATION

The Finance and Administration Division is responsible for the planning, design, development, implementation and evaluation of professional, financial, and management information systems and for services which facilitate the delivery of corporation programs ensuring expenditure control and accounting.

## MANITOBA AGRICULTURAL CREDIT CORPORATION

### Records

6863 Loans Ledgers, 1959-1976
Loans made by the Corporation including amounts issued, principal and interest charges, and repayments.
Transfer to the Archives under MAG 0030.

6864 Ledgers
Financial transactions of each loan, lease and sales program, including cheque number, date, amount and to whom paid.
Transferred to Archives 7 years after ledger is filled or program has ended under MAG 0057.

6865 Accounting System - Computer System
Status of all accounts including receipts, disbursements, trial balances, arrears lists, month end reports, amortization tables, and paid-in-full reports.
Transferred to Archives (input), with the exception of accounts receivable and change forms which are destroyed variably; destroyed variably, output) with the exception of accounts receivable ledgers and paid-in-full ledgers which are transferred to the Archives under MAG 0058.

6866 Voucher Accounting System
Destroyed after 2 years under MAG 0059.

6867 Voucher Accounting System - Reports
Destroyed after 2 years under MAG 0060.

6868 Statements of Interest Paid
Interest paid on loans.
Destroyed after 6 years under MAG 0051.

6869 Telephone and Hydro Invoices and Voucher Accounting System - A
Destroyed after 4 years under MAG 0356.

6870 Bank Statements and Cancelled Cheques
Destroyed after 7 years under MAG 0052.

6871 Receipt Books
Destroyed after 7 years under MAG 0050.

6872 Requisitions (supplies)
Destroyed after 7 years under MAG 0025.

6873 Competition Applications
Destroyed after 1 year under MAG 0061.

6874 Employee Files
Transferred to Archives 60 years after closure under MAG 0045.

6875 Attendance Records
Destroyed after 50 years under MAG 0044.

MANITOBA AGRICULTURAL CREDIT CORPORATION

6876 Employee Expense Account Records
Destroyed after 4 years under MAC 0055.

6877 LEGAL COUNSEL

Legal Counsel is responsible for the provision of legal services pertaining to the delivery of the corporation's programs, including dealings with solicitors to provide instructions and advice in obtaining the requisite security for loans before authorizing disbursement of loan proceeds. Other duties include reviewing, checking and monitoring all legal documentation as required by the Corporation in the delivery of various programs.

6878 PROGRAM PLANNING, DEVELOPMENT AND EVALUATION

Program Planning, Development and Evaluation is responsible for the research, planning, development of new or revised policy and program alternatives as well as the overall evaluation of existing programs ensuring consistency with Corporation goals, objectives and integration with thrusts of Manitoba Agriculture. These responsibilities include provision of advice, position papers, and counsel to the Board of Directors, General Manager and other members of management.

6879 CREDIT ADMINISTRATION

Credit Administration is responsible for ensuring that agricultural credit is granted consistently within Corporation policy and sound credit management principles. In addition to administering client accounts, the Division provides advice to the Board of Directors, the General Manager and other members of management.

Internal Indexes: Master Index Card File.

Records

6880 Office Interview Files
Interviews with potential clients including information collected concerning property, present and projected financial status.
Destroyed after 3 years under MAC 0026.

6881 Direct Loans Files
Direct loans to farmers including loan application, offers to sell, reports, appraisals, statements of assets and liabilities, photographs of operation, approvals of expenditures from the Corporation, solicitors' instructions, schedules of insurance, copies of tax receipts, receipts for payments received, payment due notices, grain and livestock inventories, credit agents' summaries, applications for lines of credit, chattel vouchers (verification of purchase of assets by a client and authorization to pay vendor on behalf of client), sheriffs' certificates, account status change forms, copies of mortgages,

MANITOBA AGRICULTURAL CREDIT CORPORATION

6881 contd statements of recommended loan structures, loan agreements and copies of cheques issued.
Destroyed 7 years after loan has been repaid in full or, in the case of a mortgage purchase option, after any caveat has been discharged, **subject to archival selection** of 2 files per year, under MAG 0001.

6882 Direct Loans Applications (withdrawn and declined)
Direct loans applications which have been declined or withdrawn including projected operating statements, cash flow statements, lines of credit applications, grain and livestock inventories, credit agents' summaries, photographs of farm operations, loan applications, offers to sell, personal reports on applicants, appraisal reports, office interviews, certificates of title, group insurance applications, copies of leases, copies of income tax returns, construction reports, credit worksheets and applications status change form.
Destroyed after 7 years, **subject to archival selection** of 5 files per year, under MAG 0002.

6883 Corporate Loans Files
Loans to cooperatives, corporations and partnerships including cash flow statements, operating statements, appraisals, office interviews, group life insurance applications, annual returns and income tax returns of corporations, tax receipts, assessment roll extracts, certificates of titles, statements of recommended loan structures, projected operating and financial statements, Board resolutions.
Destroyed 7 years after loan is repaid in full, **subject to archival selection**, of 1 file per year under MAG 0003.

6884 Guaranteed Loans Files
Loan guarantees to farmers including loan applications, credit agents' summaries, projected operating statements, office interviews, recommendations, reports of loans in default, financial statements, applications for lines of credit and loan approvals.
Destroyed 7 years after expiry of guarantee, **subject to archival selection**, of 1 file per year under MAG 0005.

6885 Guaranteed Loans Application Files (withdrawn and declined)
Loan guarantee applications which have been declined or withdrawn including projected operating statements, annual cash flow statements, office interviews, grain and livestock inventories, guaranteed loan applications, credit agents' summaries, application status change forms, recommended loan structures, appraisals, income tax returns.
Destroyed after 7 years, **subject to archival selection**, of 1 file per year under MAG 0006.

6886 Livestock Incentive Grant Files, 1970-1980.
Livestock Incentive Grant Program clients including applications, statements of purchases, approvals of expenditures, promissory notes, inspection reports, sheriffs' certificates, receipts, statutory declarations, farm inspection reports, office interviews, copies of cheques.
Destroyed 7 years after grant has matured or unearned grant has been repaid in full, **subject to archival selection**, of 1 file per year under MAG 0010.

MANITOBA AGRICULTURAL CREDIT CORPORATION

6887 Stocker Program Files
Stocker Program clients including office interviews, field representatives' reports, applications, approvals of expenditures, stocker agreements, receipts, invoices, cheques and statements of loan balances.
Destroyed 7 years after account is paid in full, subject to archival selection of 1 file per year under MAG 0011.

6888 Beef Stabilization and Marketing Program Files
Beef Stabilization and Marketing Program client files including applications and agreements, questionaires, financial statements, security agreements, applications for cash advances, field representatives' reports, approvals of expenditures, sheriffs' certificates, registrars' certificates, and authorizations for disbursements.
Destroyed 7 years after account is paid in full, subject to archival selection of 1 file per year under MAG 0012.

6889 Farm Diversification Plan Program Files, 1972-1978
Farm Diversification Plan program clients including notices of payments due, receipts, chattel vouchers, lien notes and agreements, contracts for the sale of implements, approvals of expenditure, applications, 5-year plans, projected operating statements, statements of assets and liabilities.
Destroyed 7 years after account is fully paid, subject to archival selection of 1 file per year under MAG 0013.

6890 Promissory Notes and Liens
Security on Farm Diversification Program loans and Interest Rate Relief Program loans.
Returned to client when loan is repaid under MAG 0038.

6891 Emergency Fodder Loan Files, 1974-1983.
Loans to farmers for emergency purchase of fodder including credit applications, approvals of expenditure, vouchers, promissory notes, receipts, notices of payments due, affidavits, certificates of judgement, copies of cheques.
Destroyed after 7 years, subject to archival selection of 2 files per year under MAG 0014.

6892 Emergency Feed Loan Files
Emergency Feed Loan Program client files including credit applications, vouchers, notices of payments due, approvals of expenditures, copies of cheques and chattel vouchers.
Destroyed 7 years after loan has been repaid, subject to archival selection of 2 files per year under MAG 0015.

MANITOBA AGRICULTURAL CREDIT CORPORATION

6893 Interest Rate Relief Files
Interest Rate Relief Program clients including applications, income tax returns, eligibility and viability of clients, office interviews, cash-flow statements, application status change forms, promissory notes and agreements, as well as operating loan confirmations.
Destroyed 7 years after loan has been repaid, subject to archival selection of 10 files per year, under MAG 0039.

6894 Interest Rate Relief Files (Withdrawn and Declined)
Interest Rate Relief Program applications which have been declined, withdrawn or cancelled including applications, statements of income and expenses, projected cash-flow statements, net worth statements, office interviews, assessments of eligibility and viability, statements of eligibility.
Destroyed after 7 years, subject to archival selection, under MAG 0040.

6895 Land Cards
Farm lands owned by the Corporation including legal description, purchase numbers and land lease numbers.
Transferred to Archives 10 years after sale of property under MAG 0041.

6896 Land Titles
Land titles for all lands owned by the Corporation.
Transferred to Land Titles office when property is sold under MAG 0034.

6897 Farms Sales Data Cards
Farm land sales including a legal description of the property, acreage, date of transfer, sale price, name and address of purchaser.
Destroyed after 10 years under MAG 0042.

6898 Statutory Declarations
Farm lands sales including name, address of purchaser, residence, property acreage and description, amount of land in Manitoba owned by the purchaser, amount actually paid and sworn value of the land.
Destroyed after information has been transferred to farm sales data cards under MAG 0043.

6899 Crown Lands Loans
Loans to Crown land lessees to purchase the leased land including Crown lands appraisal reports, purchase agreements, approvals of expenditures, copies of cheques, notices of payments due, copies of certificates of title, transfers of land, statements of indebtedness, and applications for group life insurance.
Destroyed 7 years after mortgage has been discarded, subject to archival selection of 1 file per year, under MAG 0027.

## MANITOBA AGRICULTURAL CREDIT CORPORATION

6900 Land Purchase Files, 1973-1982
Purchase of land by the Corporation including owners' applications to sell, farm appraisals, credit agents' summaries, land title searches, approvals of expenditures to purchase land, tax certificates, transfers of land, building evaluations, **Orders-in-Council**, right-of-way agreements, caveats and copies of cheques.
Destroyed 7 years after property has been disposed or caveat discharged, **subject to archival selection** of 1 of every 100 files, under MAG 0009.

6901 Offers to Sell (Withdrawn and Declined), 1973-1977
Offers to sell land to the Corporation which were declined or withdrawn including office interviews, applications to sell, appraisal requests, copies of land title certificates, farm appraisals, lease applications, assessment roll extracts.
Destroy **subject to archival selection** of 1 file per year under MAG 0028.

6902 Reverted Properties Files
Acquisition of farm property by the Corporation as a result of defaulted loans including loan applications, personal reports on applicants, appraisals, approvals of expenditures, solicitors' instructions, farm annual reports, insurance schedules, Board resolutions, notices of payment due, offers to sell, collection reports, ground water appraisals, **Orders-in- Council**, leases, tax certificates, sheriffs' certificates, quit claim deeds (voluntary transfer of the title of mortgaged land to a mortgage holder).
Destroyed 7 years after property has been sold, **subject to archival selection**, under MAG 0004.

6903 Land Lease Program Files
Land Lease Program clients including lease applications and agreements, agreements to sell, property appraisals, copies of cheques and receipts, notices of caveats filed, tax certificates, assessment roll extracts, **Orders-in- Council**, projected operating statements, personal reports on applicants, receipts for payments made, office interviews, and approvals to lease land.
Destroyed 7 years after all lease payments have been received and caveats discharged **subject to archival selection** of 1 of every 100 files under MAG 0007.

6904 Applications to Lease Land (Withdrawn and Declined)
Land Lease Program applications which have been declined or withdrawn including qualifying statements, land rental requests, office interviews, owners' applications to sell.
Destroyed after 7 years under MAG 0008.

6905 Land Lease Program Tax Record
Destroyed after 7 years under MAG 0021.

6906 Mortgage (Direct Loans)
Mortgages (security on direct loans), tax certificates, declarations, and bailiffs' certificates.
Returned to client when mortgage discharged under MAG 0031.

MANITOBA AGRICULTURAL CREDIT CORPORATION

6907 Mortgage (Crown Lands)
Mortgages (security on Crown lands sales).
Returned to purchaser when mortgage is discharged under MAG 0032.

6908 Approvals of Corporate Expenditure
All approvals for expenditures.
Destroyed 7 years after program is terminated under MAG 0053.

6909 Approval Records
Approvals for all loans as well as land sales and leases.
Transferred to Archives after program has been terminated under MAG 0054.

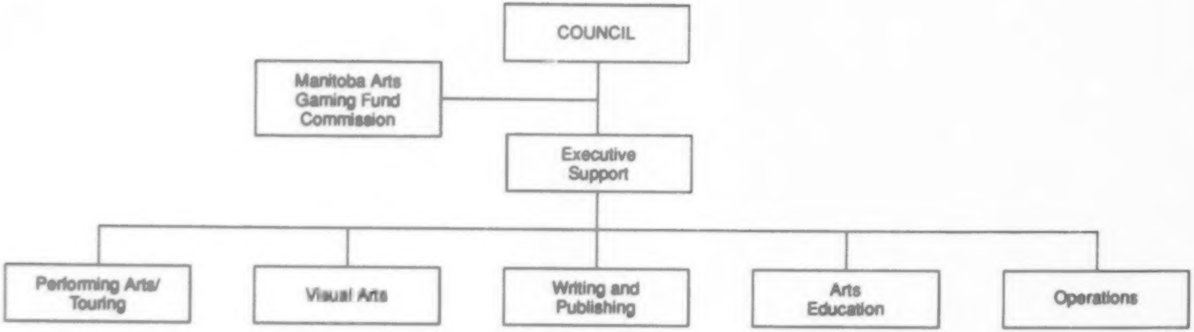
## 6910 FIELD OPERATIONS

Field Operations is responsible for the delivery of Corporation programs to rural clients, and for communication between regional staff and the credit and collection staff to ensure consistent applications of credit and account administration. The Division is also responsible for the direction and evaluation of field staff, and the provision of advice to the Board of Directors, the General Manager, and other members of management.

### Records

6911 Client Files
Client participation in the following programs including direct loans, corporate loans, reverted properties, guaranteed loans, land lease and purchases, livestock grants, stocker, beef stabilization, farm diversification, emergency fodder, emergency feed, Crown lands loans, offers to sell, interest rate relief loans, farm sales. Copies only, originals in Winnipeg office.
Destroyed after current year under MAG 0062.

# MANITOBA ARTS COUNCIL


COUNCIL
Manitoba Arts Gaming Fund Commission
Executive Support
Performing Arts/ Touring
Visual Arts
Writing and Publishing
Arts Education
Operations

MANITOBA ARTS COUNCIL

7000 The Manitoba Arts Council was established in 1965 by The Arts Council Act to promote the study, enjoyment production, and performance of works in the arts. The Council consists of 15 members appointed by the Lieutenant-Governor-in-Council. It provides financial assistance to, and cooperates with, organizations whose objectives are similar to those of the Council. Through related organizations, grants, scholarships, and loans are awarded to individuals for study or research in the arts and awards are made to individuals for outstanding accomplishments.

7001 Applications for access to the records of the Manitoba Arts Council may be sent to the Access Coordinator:

Freedom of Information
Access Coordinator
Manitoba Arts Council
525 - 93 Lombard Avenue
Winnipeg
R3W 3B1
Ph: 945-2239

Arrangements for examining records and for obtaining photocopies may be made through the Access Coordinator.

All government offices are listed by community at the end of the Access Guide green pages.

7002 The Access Officer for the Manitoba Arts Council is:

Executive Secretary
Manitoba Arts Council
525 - 93 Lombard Avenue
Winnipeg
R3W 3B1

Records

7003 Manitoba Arts Council - **Office Files**
Destroyed after 7 years under MAC 0002

7004 Manitoba Arts Council - **Minutes**
Transferred to Archives after 5 years under MAC 0005A.

7005 Manitoba Arts Council - **Committee Notes**
Deliberations and recommendations of Council committees including meeting notes, related attachments such as jury reports, notes on meetings with client organizations, program background, and policy papers.
Transferred to Archives after 9 years under MAC 0007.

7006 Program Files
Programs administered and awards granted by the Council for work in the visual, literary, or performing arts, and in arts education.
Transferred to Archives after 9 years under MAC 0001.

## 7007 MANITOBA ARTS GAMING FUND COMMISSION

The Manitoba Arts Gaming Fund Commission is a community elected body which allocates lottery funds to Manitoba arts organizations under the lottery umbrella concept. The Commission is comprised of 16 members for alternating three year terms, with representation grouped by size, discipline and professional and amateur arts categories. The Chair, appointed by the Manitoba Arts Council, acts as a link between the Commission and the Council.

Records

7008 Manitoba Arts Gaming Fund Commission - **Office Files**
Destroyed after 8 years under MAC 0011.

7009 Applicant Files
Funding applications, letters of notification and related correspondence.
Destroyed after 8 years under MAC 0008.

## 7010 EXECUTIVE SUPPORT

Executive Support provides leadership, coordination and policy direction in support of the Council's mandate and operations, administers personnel policies and procedures, and coordinates Council's public information materials.

Records

7011 External Information Files
Program and general information regarding arts-related agencies in both government and private sectors.
Destroyed after 7 years under MAC 0004.

7012 Issue and Policy Files
Development of funding policy and policies/positions on subjects such as arts facilities, touring, cultural industries, task force reports.
Transferred to Archives after 9 years under MAC 0010.

7013 **Employee Files**
Destroyed 60 years after closure under MAC 0009.

MANITOBA ARTS COUNCIL

## 7014 OPERATIONS

Operations provides accounting services, monthly and annual financial reports; administers payroll and related matters; supports the planning and implementation of office automation and technologies; and manages leasehold and assets.

Records

7015 Financial Office Files
Financial books of original entry including synoptic journal, general ledger, general journal, commitment ledger, audited financial statement, revenue received; budgets, estimates, audit working papers, bank statements, cancelled cheques.
Destroyed after 7 years, with the exception of books of original entry which are transferred to the Archives after 3 years under MAC 0003 and MAC 0006 respectively.

## 7016 PERFORMING ARTS

Performing Arts manages the support programs to individuals in dance, music, and theatre arts; provides financial assistance to dance, music, and theatre organizations that produce and perform and to organizations that initiate activities of benefit to creators in dance, music and theatre arts; provides financial assistance to projects in music, theatre and dance for performance opportunities and development projects; advises and consults with the performing arts community; and facilitates touring initiatives and provides financial assistance to touring endeavors.

## 7017 VISUAL ARTS

Visual Arts/Community Arts administers support programs for individuals in the creation of new work in visual art, film, video, and crafts; manages the support programs for organizations that provide exhibition opportunities, creation, production and development support, initiate activities of benefit to creators; administers the Exhibition Assistance Program; manages the Visual Art Bank; and advises and consults with the visual arts community.

The Visual Art Bank purchases the work of professional Manitoba artists. Its two-fold purpose is to support artists by purchasing their work and to provide opportunities for display in a variety of public places. The works can be rented by departments and agencies of the government of Manitoba and by provincially funded institutions.

MANITOBA ARTS COUNCIL

## 7018 WRITING AND PUBLISHING

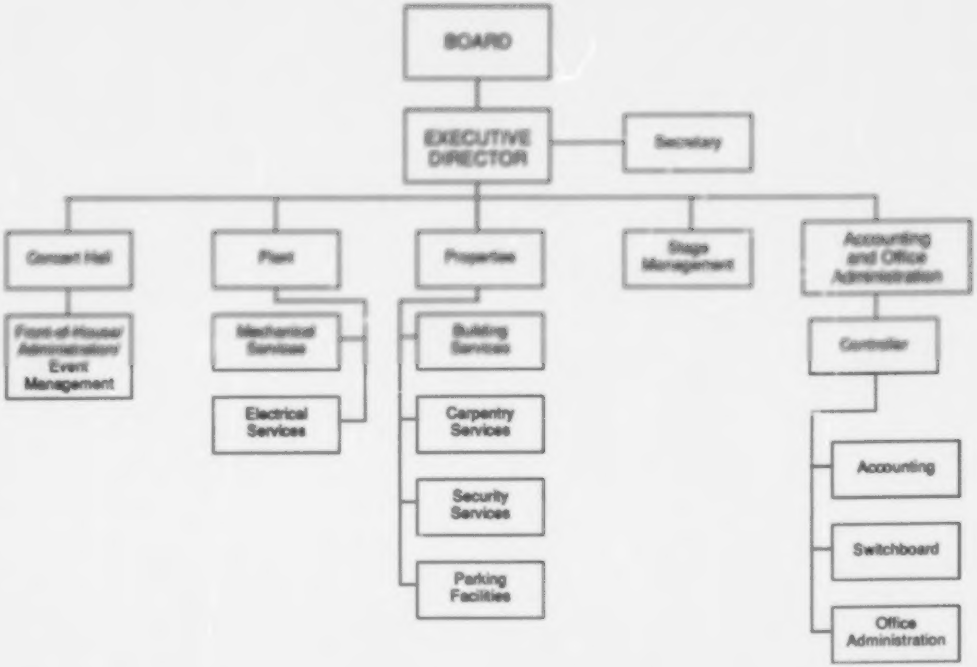
Writing and Publishing administers the support program for the creation of new work by writers; manages the programs for publishers and for organizations that initiate activities of benefit to writers and publishers; manages development programs and the public readings program; and advises and consults with the writing and publishing community.

## 7019 ARTS EDUCATION AND DEVELOPMENT

Arts Education manages the Artists in The Schools Program; administers special initiatives and project requests; administers the bursary program to students in the arts; and manages the support program for organizations providing prizes for achievement in the arts; manages the Development Program.

The Artists in the Schools Program places professional artists in the schools to work directly with students and teachers with an emphasis on understanding the process of creating and responding to art.

# MANITOBA CENTENNIAL CENTRE CORPORATION


BOARD
EXECUTIVE DIRECTOR
Secretary
Concert Hall
Plant
Properties
Stage Management
Accounting and Office Administration
Front-of-House/ Administration/ Event Management
Mechanical Services
Electrical Services
Building Services
Carpentry Services
Security Services
Parking Facilities
Controller
Accounting
Switchboard
Office Administration

## MANITOBA CENTENNIAL CENTRE CORPORATION

7070 The Manitoba Centennial Centre Corporation was established in 1968 to develop and manage a permanent arts centre in Winnipeg, and to provide a memorial to Canada's (1967) and Manitoba's (1970) centennial celebrations. It is responsible for maintaining and developing properties and facilities used by organizations and individuals engaged in the visual and performing arts.

7071 Applications for access to the records of the Manitoba Centennial Centre Corporation may be sent to the Access Coordinator:

Freedom of Information
Access Coordinator
Manitoba Centennial Centre Corporation
555 Main Street
Winnipeg
R3B 1C3
Ph: 956-1360

Arrangements for examining records and for obtaining photocopies may be made through the Access Coordinator.

All government offices are listed by community at the end of the Access Guide green pages.

7072 The Access Officer for the Manitoba Centennial Centre Corporation is:

Executive Director
Manitoba Centennial Centre Corporation
555 Main Street
Winnipeg
R3B 1C3

### 7073 BOARD OF DIRECTORS

The Board of Directors, consisting of not less than five persons who are appointed by the Lieutenant-Governor-in-Council, and is responsible for the administration of the Corporation.

Records

7074 Board of Directors - Minutes
Transferred to Archives after 20 years under MCC 0007.

7075 Executive Director - Office Files
Destroyed after 20 years, subject to archival selection under MCC 0008.

7076 Project Files, 1968-1971
Proposed or completed Manitoba centennial projects initiated by municipalities, cities, institutions, and organizations.
Transfer to Archives under MCC 0005.

MANITOBA CENTENNIAL CENTRE CORPORATION

7077 Centennial Administration Files - Chairperson
Administration and coordination of Manitoba's participation in the 1967 centennial of Canada and the 1970 Manitoba centennial, including correspondence and reports regarding royal visits, fund-raising events, and projects, such as the Centennial Concert Hall seat endowment, and construction of the Museum of Man and Nature and the Centennial Concert Hall.
Transfer to Archives under MCC 0006.

7078 Centennial Sweepstakes Committee Board Minutes, 1970
Minutes of the Centennial Sweepstakes Committee which monitored the 1970 sweepstakes, a fund-raising source for community centennial projects throughout Manitoba.
Transfer to Archives under MCC 0004.

7079 1970 Sweepstakes Lottery - General Ledger, 1970
Transfer to Archives under MCC 0003.

7080 Properties and Rentals - Office Files
Destroyed after 10 years, under MCC 0010.

7081 PROPERTIES

Properties is responsible for operating and maintaining the Centennial Concert Hall, three surface parking lots and an underground parkade, the main terrace, the Museum of Man and Nature, and the Planetarium.

7082 PROPERTIES
Building

The Building Section is responsibile for janitorial and carpentry services in the Corporation's properties.

Records

7083 Building Superintendent's Files
Maintenance, decorating and security of Corporation properties.
Destroyed after 7 years under MCC 0022.

7084 PROPERTIES
Security Services

Security Services coordinates all security operations for the Corporation's properties and manages the parking facilities.

7085 CONSERT HALL

The Concert Hall Section is responsible for scheduling and staging performances.

MANITOBA CENTENNIAL CENTRE CORPORATION

Records

7086 Concert Hall Bookings
Contracts and arrangements by performers and organizations using the Concert Hall including related correspondence, programs and invoices. Destroyed after 25 years, **subject to archival selection**, under MCC 0009.

7087 PLANT

The Plant Section maintains the mechanical and electrical systems for the properties administered by the Corporation.

Records

7088 Plant Superintendent - Office Files
Destroyed after 15 years with the exception of equipment manuals and warranties which are retained for life of equipment under MCC 0021.

7089 ACCOUNTING AND OFFICE ADMINISTRATION

The Accounting and Office Administration Division is responsible for administrative services, purchasing, office space, telephones, accounting services, and personnel administration for the Corporation.

Records

7090 Employee Files
Destroyed 50 years after termination of employee under MCC 0011.

7091 Employee Earning Cards
Destroyed 50 years after termination of employee under MCC 0012.

7092 Payroll Journal
Destroyed 10 years after completion of binder under MCC 0013.

7093 Employee Time Records
Destroyed after 10 years under MCC 0014.

7094 Personnel - Office Files
Destroyed after 10 years under MCC 0015.

7095 Financial Administration Files
Receipts and expenditures of the Corporation including records concerning purchases, cash flow, budgets, insurance, and financial statements.
Destroyed after 7 years under MCC 0017.

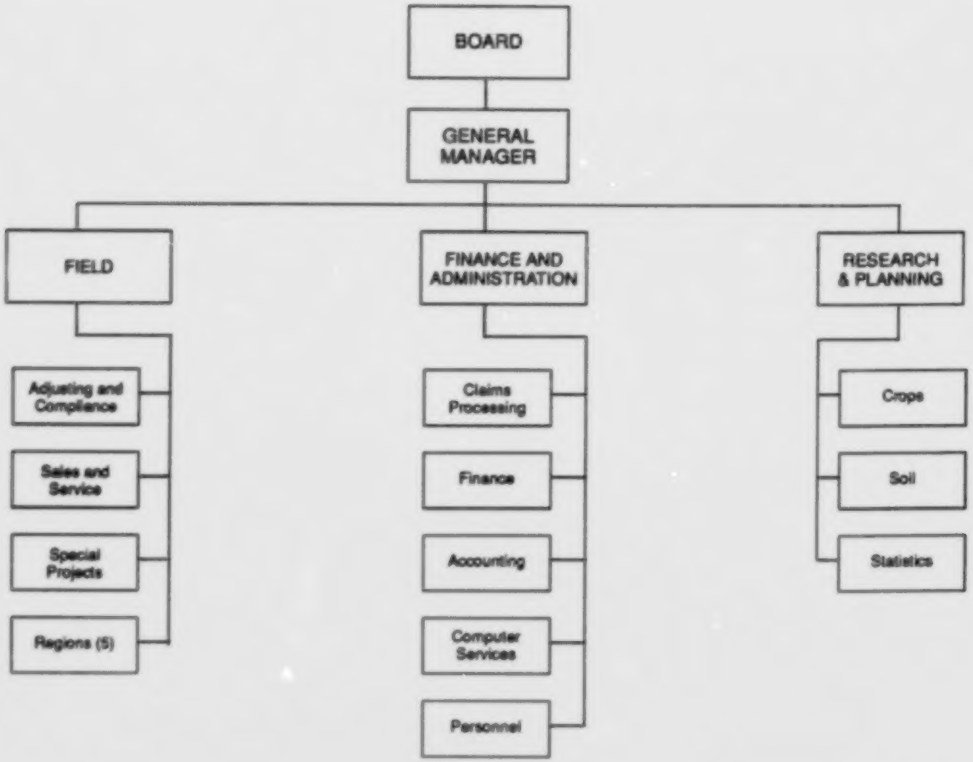
7096 Books of Original Entry and General Ledgers
Destroyed after 10 years with the exception the general ledger which is transferred to the Archives under MCC 0016.

MANITOBA CENTENNIAL CENTRE CORPORATION

7097 **Accounts Payable**
Destroyed after 7 years under MCC 0018.

7098 Revenue Statements
Destroyed after 10 years under MCC 0019.

## MANITOBA CROP INSURANCE CORPORATION


BOARD
GENERAL MANAGER
FIELD
Adjusting and Compliance
Sales and Service
Special Projects
Regions (5)
FINANCE AND ADMINISTRATION
Claims Processing
Finance
Accounting
Computer Services
Personnel
RESEARCH & PLANNING
Crops
Soil
Statistics

## MANITOBA CROP INSURANCE CORPORATION

7150 Manitoba Crop Insurance Corporation was established in 1959 to provide a means for Manitoba farmers to protect themselves from financial losses resulting from crop failure due to natural hazards. Four insurance plans are offered under a Canada-Manitoba Agreement whereby the Government of Canada and insured farmers each pay 50% of the premium. The Province pays all administrative costs. These programs are:

- All-Risk Plan of Crop Insurance (including hail spot loss) -- provides protection against loss to 28 insurable crops.
- Livestock Feed Security Plan of Crop Insurance -- provides protection against loss or damage of fodder supplies within each municipality in Manitoba.
- Forage Plan of Crop Insurance -- provides insurance protection to individual farmers involved in the production of cultivated forage crops.
- Honey Plan of Crop Insurance -- provides protection against damage to honey production caused by designated perils.

The Additional Hail Plan of Crop Insurance provides protection for damage to crops caused by hail or fire, or both. Under this plan, the farmer premium covers all costs, including administration.

The Corporation is organized into three divisions reporting directly to the General Manager: Finance and Administration Division, Field Division, and Research and Planning Division.

7151 Applications for access to the records of the Manitoba Crop Insurance Corporation may be sent to the Access Coordinator:

Freedom of Information
Access Coordinator
3rd Floor
25 Tupper Street N.
Portage la Prairie
R1N 3K1
Ph: 857-9716 Ext. 318

Arrangements for examining records and for obtaining photocopies may be made through the Access Coordinator.

All government offices are listed by community at the end of the Access Guide green pages.

## MANITOBA CROP INSURANCE CORPORATION

7152 The Access Officers for the Manitoba Crop Insurance Corporation are:

Director
Finance and Administration
Manitoba Crop Insurance Corporation
3rd Floor
25 Tupper Street N.
Portage la Prairie
R1N 3K1

Manager
Contract and Claim Processing
Manitoba Crop Insurance Corporation
3rd Floor
25 Tupper Street N.
Portage la Prairie
R1N 3K1

### 7153 FIELD DIVISION

The Field Division is responsible for program delivery, adjusting and compliance, sales and service, and special projects.

### 7154 FIELD DIVISION
Regional Management (Program Delivery)

Regional Management includes five regions, each with 19 local offices, which are responsible for selling contracts and adjusting insurance claims.

Records

7155 Field Division Co-ordinator's Files - **Office Files**
Destroyed after 2 years under MC 0021.

7156 Agents' and Supervisors' Correspondence
Correspondence with agents and supervisors regarding routine operational matters.
Destroyed after 2 years under MC 0020.

7157 Weekly Reports (Agents' and Supervisors')
Record of insurance sales, weather conditions, and crop prospects within districts.
Destroy after 2 years, **subject to archival selection,** under MC 0017.

7158 Records of Sales and Prospect Calls
Sales calls made including name of the applicant, address, time spent, whether or not application signed, crops insured, reasons for insuring or not insuring.
Destroyed after 2 years, **subject to archival selection,** under MC 0019.

MANITOBA CROP INSURANCE CORPORATION

7159 Daily Record of Appointments
Agents' appointments and contracts signed.
Destroyed after 2 years under MC 0018.

7160 All-Risk Files
Client participation in the all-risk insurance program including application forms, inspection reports, cancellation reports and notifications, grain-on-hand statements, seeded acreage reports, change of insurance forms, change of insurance confirmations, customer fact sheets, adjustment of insurance forms, proof of loss forms, requests for adjustors, post-harvest inspection reports, field diagrams and correspondence.
Destroyed 1 year after microfilming under MC 0001.

7161 All-Risk Files (Copies)
Client participation in all crop insurance programs including application forms, inspection reports, cancellation notifications, grain-on-hand statements, change of insurance forms, confirmation forms, adjustments of insurance, post-harvest inspection reports, field diagrams, crop insurance experience record, confirmation of hail insurance calculations of hail and/or fire indemnity, proof of loss for hail, calculation work-sheets, billing statements, Livestock Feed Security Statements.
Destroyed after 2 years under MC 0005.

7162 Hail Insurance Files
Participation of clients in hail and/or fire loss insurance program under The Crop Insurance Act including applications, confirmations of hail insurance, adjustments of insurance, calculations of hail and/or fire indemnity, proof of loss for hail forms, notices of hail and/or fire loss and loss calculation work-sheets.
Destroyed after 3 years, **subject to archival selection** of 1 file per year, under MC 0002.

7163 Experience Cards
Insurance experience of all clients including annual summary of the crops insured, the premium discount received, the premium, the accumulated premium, the accumulated premium, and any indemnity paid.
Destroyed, after system is revised, under MC 0031.

7164 FIELD DIVISION
Adjusting and Compliance

Adjusting and Compliance is responsible for ensuring adjusting standards are developed and maintained. Procedures for undertaking audits of claims are also established and implemented to ensure claims are legitimate.

MANITOBA CROP INSURANCE CORPORATION

Records

7165 Claims Register
Registration and control of yearly flow of claims including agent's numerical listing, adjustor's claim report, claim code changes, claim remittance reports, transaction listing and claims register.
Destroyed after 1 year under MC 0025.

7166 Partial and Ineligible Claims Files
Partial and rejected claims including requests for adjustors and adjustors' reports.
Destroyed 1 year after microfilming under MC 0024.

7167 Error Sheets (Field Office Copies)
Requests from claim scrutineers or claim processing personnel in head office for clarification and/or additional information on claim appraisals.
Destroyed after 1 year under MC 0023.

7168 Grain Stored on Farm Prior to Harvest
Grain stored on clients' farms in prior years and estimates of current year, and potential yields.
Destroyed after current year under MC 0036.

7169 Grain Bin Records System
Grain bin tags, grade sheets and bin grade master file.
Destroyed after current year (input and error lists, destroyed after 1 year (grain bin tags and grade sheets), destroyed after 6 years (bin grade master file) under MC 0026.

7170 FIELD DIVISION
Sales and Service

Sales and Service is responsible for ensuring sales and servicing standards are developed and maintained.

Internal Indexes: Card Index to Client Files - Card Index.

Records

7171 Agents' Seeded Acreage Report Listings
Seeded acreage reports including contract numbers and names of insured.
Destroyed after receipt of all seeded acreage reports has been confirmed under MC 0027.

7172 Confirmation of Insurance (copies)
Client coverage for the coming year and client loss ratio including the insured's coverage and premium for each crop as well as his/her insurance experience upon which coverage is based.
Destroyed after 2 years under MC 0029.

MANITOBA CROP INSURANCE CORPORATION

7173 Change of Insurance Forms (copies)
Client changes in insurance coverage and land descriptions.
Destroyed after current year under MC 0028.

7174 Insured Listing
Listing of insureds, cancelled contracts and new applicants including contract numbers, contract cancellations, listing of land, unseeded acreage, summerfallow ratio.
Destroyed after 1 year under MC 0033.

7175 File Record Information (Cancelled and Active Files)
Listings of contracts by name of insured including current, former and future numbers, municipality and agent numbers, names, addresses, applications, and cancellation dates.
Destroyed once output has been verified under MC 0034.

7176 FIELD DIVISION
Special Projects

Special Projects is responsible for ensuring adjusting, sales and service standards are developed and maintained for specific programs, including the Livestock Feed Security Program, Individual Forage Program, Honey Program, Unseeded Land Insurance Program, and the Waterfowl and Wildlife Compensation Programs.

Records

7177 Forage Files
Client participation in the all-risk forage insurance program including forage crop inspection forms, seeded acreage reports, cultivated forage crop application forms, forage establishment inspection forms, confirmation of forage insurance, forage establishment insurance application forms, copies of proof of loss forms, requests for adjustor, form letters, field diagrams and correspondence.
Destroyed 1 year after microfilming, subject to archival selection, under MC 0003.

7178 Livestock Feed Security Test Program
Client participation in the Livestock Feed Security Test Program including application forms, statement of insurance, statement of indemnity.
Destroyed 1 year after microfilming under MC 0004.

7179 Wildlife Claims Files (copies)
Wildlife claims including copies of notices of loss, damage loss sheets, plant count calculations, inspection forms, and adjustors' reports.
Destroyed after 6 years under MC 0014.

7180 Waterfowl Claims Files
All waterfowl crop damage claims including notices of losses, damage loss sheets, plant count calculations, inspection forms, and adjustors' reports.
Destroyed after 6 years under MC 0015.

MANITOBA CROP INSURANCE CORPORATION

7181 FINANCE AND ADMINISTRATION DIVISION

The Finance and Administration Division is responsible for the processing, accounting, finance, personnel and computer services units.

7182 FINANCE AND ADMINISTRATION DIVISION
Processing

Processing provides central control for the issuance of contracts, and the processing of claims and other related documents.

Records

7183 Record of Special Condition Contracts
Listing of crop insurance contracts with special conditons or cancelled by the Corporation.
Destroyed after 2 years under MC 0008.

7184 FINANCE AND ADMINISTRATION DIVISION
Accounting

Accounting provides accounting and reporting services to the Corporation. It ensures accurate and timely payment of administration and claims. It is responsible for general ledger, accounts receivable, and accounts payable functions.

Records

7185 Accounting - Computer System
Automated accounting system including billings, disbursement vouchers, and journal entries and output reports such as cheque, transaction, and voucher register.
Destroyed from a minimum of 1 year to a maximum of 5 years with the exception of the general ledger and accounts receivable ledger which are transferred to Archives under MC 0006.

7186 Agents' Remittance Reports
Monies and receipts submitted to head office by agents including, receipt and contract numbers as well as the amount received.
Destroyed after 7 years under MC 0011.

7187 Receipt Books
Destroyed after 7 years under MC 0010.

7188 Receipts (Temporary)
Destroyed after 7 years under MC 0009.

7189 Bank Deposit Records (Duplicates)
Destroyed after 7 years under MC 0007.

7190 Requisitions
Destroyed after 7 years under MC 0012.

MANITOBA CROP INSURANCE CORPORATION

7191 FINANCE AND ADMINISTRATION DIVISION
Finance

The finance unit is responsible for preparing annual estimates, cash flows and treasury functions. It is also responsible for office space, equipment and furniture requirements, and administers fleet vehicles.

7192 FINANCE AND ADMINISTRATION DIVISION
Personnel

Personnel is responsible for the personnel program of the Corporation including the recruitment, selection, salary administration, and personnel record-keeping.

7193 FINANCE AND ADMINISTRATION DIVISION
Computer Services

Computer Services is responsible for developing and maintaining computer systems to support all crop insurance plans and providing management information for effective decision-making.

7194 RESEARCH AND PLANNING

The Research and Planning Division is responsible for research and the planning of new and existing programs and policies including soils research, crops research, and statistics.

7195 RESEARCH AND PLANNING
Soils Research

Soils Research is responsible for ensuring land-based data is available and researched to provide realistic coverages and premiums for all insured crops.

7196 RESEARCH AND PLANNING
Crops Research

Crops Research is responsible for ensuring crop production data is available and researched to provide realistic coverages and premiums for all insured crops. Adjusting procedures for all crops are developed and kept current.

MANITOBA CROP INSURANCE CORPORATION

Records

7197 Rate Calculations Files (Working Papers)
Calculations of insurance rates for various crops including proposals, coverage assignments, actual loss ratios, analyses of insurance, average planted acres by soil zone, quality-load calculations, and comparisons of recommended rates and coverages.
Transferred to Archives after 5 years under MC 0013.

7198 RESEARCH AND PLANNING
Statistics

Statistics maintains a crop insurance data base in order to develop and maintain actuarially sound programs.

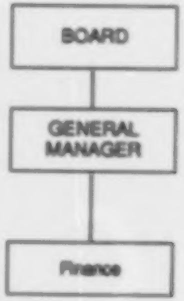
Records

7199 Insurance Analysis - Computer System
Statistics regarding crops, insurance coverages and losses, including questionnaires completed by farmers.
Destroyed variably with the exception of the questionnaire output which is transferred to Archives after current year under MC 0016.

7200 CROP INSURANCE APPEAL TRIBUNAL

The Crop Insurance Appeal Tribunal has the authority to arbitrate disputes between an insured farmer and the Corporation over the amount of crop loss that has occurred due to uncontrollable natural hazards.

## MANITOBA DEVELOPMENT CORPORATION


BOARD
GENERAL MANAGER
Finance

## MANITOBA DEVELOPMENT CORPORATION

7250 Manitoba Development Corporation administers industrial development loans. Since 1977 its financing activity has been in suspension.

The majority of the Corporation's activities relate to various programs delivered or initiated by government departments. These include the Destination Manitoba program which provided loan assistance to capital projects involving development and expansion of rural tourist facilities, development agreements and other forms of financial assistance provided under the **Manitoba Jobs Fund** program, the loan portfolio of the **Manitoba Interest Rate Relief Program for Small Business**, and aspects of the New Tourism Agreement, and loans approved under the Manufacturing Adaptation Program.

7251 Applications for access to the records of the Manitoba Development Corporation may be sent to the Access Coordinator:

Freedom of Information
Access Coordinator
Manitoba Development Corporation
302 - 155 Carlton Street
Winnipeg
R3C 3H8
Ph: 949-1844

Arrangements for examining records and for obtaining photocopies may be made through the Access Coordinator.

All government offices are listed by community at the end of the Access Guide green pages.

7252 The Access Officer for the Manitoba Development Corporation is

Chief Executive Officer
Manitoba Development Corporation
155 Carlton Street
Winnipeg
R3C 3H8

### 7253 BOARD OF DIRECTORS

The Board of Directors, consisting of not fewer than seven and not more than twelve members appointed by the Lieutenant-Governor-in-Council, is responsible for the administration of the Corporation.

Records

7254 Board of Directors - Minutes
Deliberations and resolutions of the Board and its sub-committees. Subjects may include loan proposals, credit investigations, and financial projections.
Transferred to Archives after 10 years under MDC 0008.

MANITOBA DEVELOPMENT CORPORATION

7255 Directors' Expense Files
Destroyed after 7 years or on termination of director under MDC 0011.

## 7256 GENERAL MANAGER

The general manager is responsible for the management, direction and control of the operations of the day-to-day administration of its affairs.

Records

7257 Employee Files
Transferred to Archives 7 years after termination under MDC 0010.

7258 Payroll Administration Records
Payroll data sheets, Revenue Canada TD1 forms and records of employment.
Destroyed after 7 years under MDC 0012.

7259 General Manager - Office Files
Destroyed after 10 years, subject to archival selection, under MDC 0007.

7260 Assistant General Manager - Office Files
Destroyed after 10 years, subject to archival selection, under MDC 0005.

7261 Loan Case Files
Applications for, and receipt and administration of, loans including proposals, agreements, and loan monitoring reports.
Destroyed after 10 years, subject to archival selection, under MDC 0006A.

## 7262 FINANCE

The Manager of Finance is responsible for the handling of funds received and disbursed by the Corporation and for the preparation of financial statements.

Records

7263 Cheque Requisitions
Requisitions and invoices
Destroyed after 7 years under MDC 0001.

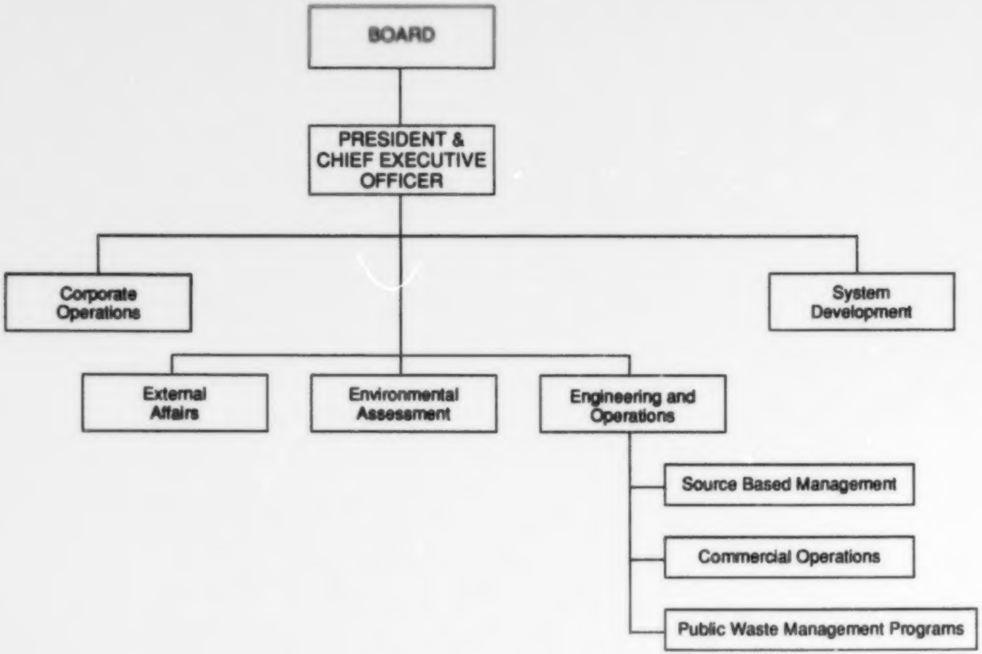
7264 Monies Received and Deposited in the Bank
Transferred to Archives after 7 years under MDC 0002.

7265 Journal Entries
Destroyed after 7 years under MDC 0003.

MANITOBA DEVELOPMENT CORPORATION

7266 Bank Statements and Cancelled Cheques
Destroyed after 7 years under MDC 0004.

## MANITOBA HAZARDOUS WASTE MANAGEMENT CORPORATION



BOARD

PRESIDENT & CHIEF EXECUTIVE OFFICER

Corporate Operations

System Development

External Affairs

Environmental Assessment

Engineering and Operations

Source Based Management

Commercial Operations

Public Waste Management Programs

## MANITOBA HAZARDOUS WASTE MANAGEMENT CORPORATION

7350 The Manitoba Hazardous Waste Management Corporation is a commercial Crown corporation created to develop, coordinate and operate a hazardous waste management system in Manitoba. It was established in November 1986 with the proclamation of The Manitoba Hazardous Waste Management Corporation Act. The corporation reports to a Minister through its Board of Directors.

The Act enables the Corporation: to establish, operate and maintain in accordance with all applicable laws in the province, a hazardous waste management system in Manitoba; to research, develop, establish, own, operate and maintain facilities for the transmission, reception, collection, examination, storage, treatment, recycling and disposal of hazardous wastes; to ensure that the hazardous waste management system is established, operated and maintained in a manner that will protect the health and safety of the public and preserve the environment; and to ensure the protection of health and safety of the public and the preservation of the environment following the closure of the hazardous waste management facilities established as part of the system.

7351 Applications for access to the records of the Manitoba Hazardous Waste Management Corporation may be sent to the Access Coordinator:

Freedom of Information
Access Coordinator
Manitoba Hazardous Waste Management Corporation
226 - 530 Century Street
Winnipeg
R3H OY4
Ph: 945-1888

Arrangements for examining records and for obtaining photocopies may be made through the Access Coordinator.

All government offices are listed by community at the end of the Access Guide green pages.

7352 The Access Officer for Manitoba Hazardous Waste Management Corporation is:

Manager
Finance and Administration
Manitoba Hazardous Waste Management Corporation
226 - 530 Century Street
Winnipeg
R3H OY4

## MANITOBA HAZARDOUS WASTE MANAGEMENT CORPORATION

### 7353 BOARD OF DIRECTORS

Under The Manitoba Hazardous Waste Management Corporation Act, the Corporation is managed by a Board of Directors of not fewer than 7 members appointed by the Lieutenant-Governor-in-Council.

Records

7354 Board of Directors - Meeting Files
Deliberations and decisions of the Board.
Transferred to Archives after 10 years under MHW 0001.

### 7355 CORPORATE OPERATIONS

Corporate Operations covers the operating and administrative functions of the Corporation, including fees and taxes payable to outside agencies.

Records

7356 Corporate Operations - **Office Files**
Destroyed after 6 years under MHW 0002.

7357 **Employee Files**
Transferred to Archives 1 year after closure under MHW 0003.

7358 **Accounts Payable** and Employee Payroll
Destroyed variably under MHW 0004.

7359 Training Files
Training programs offered by, and to, the Corporation. Includes correspondence with consultants concerning job training for handling of hazardous wastes for engineers and chemists, and corporate training strategy.
Destroyed after 5 years under MHW 0008.

### 7360 EXTERNAL AFFAIRS

External Affairs is responsible for corporate public information activities, socio-economic impact assessment work associated with facility siting and the public hearing process. It also supports community participation in facility siting.

### 7361 ENVIRONMENTAL ASSESSMENT

Environmental Assessment is responsible for site selection and environmental assessment including the programs associated with the selection and environmental evaluation of the central facility and transfer station sites, including identification of host communities and selection of candidate sites.

## MANITOBA HAZARDOUS WASTE MANAGEMENT CORPORATION

Records

7362 Facility Files
Evaluation of potential sites for a central hazardous waste facility including test results, correspondence with community officials regarding the selection investigation.
Transferred to Archives after 5 years under MHW 0006.

### 7363 ENGINEERING AND OPERATIONS

Engineering and Operations is responsible for the design of the central facility and related transfer station infrastructure. Design responsibilties include estimating capital and operating costs for the waste management system. The branch also directs the operational waste management programs, source-based management programs, and public waste management programs.

Records

7364 Contract Project Files
Administration and monitoring of contractual agreements with private firms for feasibility and engineering studies concerning the development of a hazardous waste management facility site.
Destroyed after 10 years (design services contracts); transferred to Archives after 10 years (engineering contracts) under MHW 0007.

### 7365 SYSTEM DEVELOPMENT

System Development develops the overall strategy, from the source, for the development of provincial hazardous waste management and facilitates the development of the Corporation's strategic and business plans, assessment of environmental impacts and external affairs management.

Records

7366 Operational Files
Development and monitoring of hazardous waste operations and awareness programs includes inventory of hazardous wastes stored at Gimli site, documentation concerning storage, disposal, recycling of hazardous wastes, (pcb's, cyanide wastes), organization of Household Hazardous Waste Days.
Destroyed after 10 years under MHW 0005.

### 7367 ENGINEERING AND OPERATIONS
Source Based Management and Market Identification

Source Based Management and Market Identification Programs relates to the promotion of source-based waste management and the identification of the provincial waste market. It includes the provision of technical services to waste generators, and identification of investment

## MANITOBA HAZARDOUS WASTE MANAGEMENT CORPORATION

7367 contd opportunities in source based and mobile waste management, the development of the Corporation's analytical capability and market identification.

7368 ENGINEERING AND OPERATIONS
Operation Waste Management

Operation Waste Management provides commercial waste management services, on a cost-recovery basis, to industrial and institutional generators.

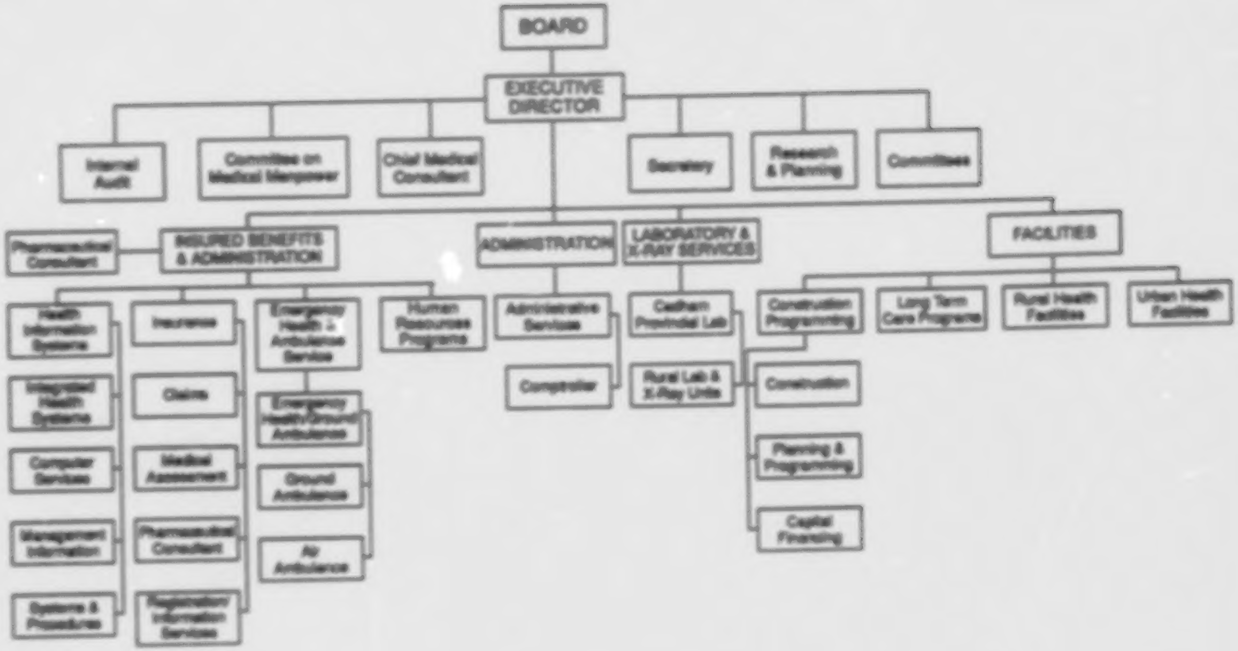
7369 ENGINEERING AND OPERATIONS
Public Waste Management Programs

Public Waste Management Programs concern handling public waste and are undertaken as a public service. The Corporation provides storage of public sector pcb wastes and management of household hazardous waste services. The Corporation also supports the Manitoba Waste Exchange and the ON-SITE program.

The Manitoba Waste Exchange is a non-profit information centre designed to put potential users of waste materials in contact with waste producers.

ON-SITE is a jobs skills program funded by the federal government, the Corporation and the private sector. It is designed to provide on-the-job waste management training for unemployed professionals.

# MANITOBA HEALTH SERVICES COMMISSION


BOARD
EXECUTIVE DIRECTOR
Internal Audit
Committee on Medical Manpower
Chief Medical Consultant
Secretary
Research & Planning
Committees
Pharmaceutical Consultant
INSURED BENEFITS & ADMINISTRATION
ADMINISTRATION
LABORATORY & X-RAY SERVICES
FACILITIES
Health Information Systems
Integrated Health Systems
Computer Services
Management Information
Systems & Procedures
Insurance
Claims
Medical Assessment
Pharmaceutical Consultant
Registration/ Information Services
Emergency Health & Ambulance Service
Emergency Health/Ground Ambulance
Ground Ambulance
Air Ambulance
Human Resources Programs
Administrative Services
Comptroller
Cadham Provincial Lab
Rural Lab & X-Ray Units
Construction Programming
Construction
Planning & Programming
Capital Financing
Long Term Care Programs
Rural Health Facilities
Urban Health Facilities

NOTE: This chart reflects the Commission's structure prior to April 1991. Several program functions will be merged with Manitoba Health during subsequent months.

## MANITOBA HEALTH SERVICES COMMISSION

7440 Manitoba Health Services Commission was established in 1970 and operates under The Health Services Insurance Act. The Commission provides insurance for residents of Manitoba in respect of costs of hospital, medical, and other health services. It also plans and develops a balanced provincial system of hospital and health care facilities and services.

7441 Applications for access to the records of the Manitoba Health Services Commission may be sent to the Access Coordinator:

Freedom of Information
Access Coordinator
Manitoba Health Services Commission
Box 925, 599 Empress Street
Winnipeg
R3C 2T6
Ph: 786-7101

Arrangements for examining records and for obtaining photocopies may be made through the Access Coordinator.

All government offices are listed by community at the end of the Access Guide green pages.

7442 The Access Officers for the Manitoba Health Services Commission are:

Executive Director
Manitoba Health Services Commission
Box 925, 599 Empress Street
Winnipeg
R3C 2T6

Assistant Executive Director
Manitoba Health Services Commission
Box 925, 599 Empress Street
Winnipeg
R3C 2T6

### BOARD OF DIRECTORS

#### Records

7443 MHSC Board Resolution Files
Resolutions of the MHSC Board.
Transferred to Archives after 15 years under MHS 0074.

7444 MHSC Board Background Files
Submissions concerning health care issues from outside agencies to the MHSC Board.
Transferred to Archives after 15 years under MHS 0075.

MANITOBA HEALTH SERVICES COMMISSION

7445 MHSC Board Minutes
Transferred to Archives after 15 years under MHS 0076.

7446 CHIEF MEDICAL CONSULTANT

The Chief Medical Consultant acts as a consultant to the Executive Director and the Deputy Minister on health care matters.

7447 COMMITTEES

Committees reporting to the Commission include the Dental Review Committee, the Pharmacare Committee, the Medical Appointments Review Committee, the Access and Confidentiality Committee, the Standing Committee on Medical Manpower, the Standing Committee on Diagnostic Services and the Medical Review Committee.

Records

7448 Management Committee Minute Files
Minutes of Management Committee decisions, recommendations, as well as submissions, proposals, and correspondence. Management Committee consists of senior officials from MHSC and Manitoba Health.
Destroyed after 15 years with the exception of the minutes which are transferred to Archives after 15 years under MHS 0077.

7449 Working Papers, 1972-1981
Working papers of the Health White Paper Working Group which was formed to implement recommendations of the White Paper on Health Policy and to develop planning guidelines. The Health White Paper Working Group reported directly to the Minister of Health.
Destroy, subject to archival selection, under MHS 0010.

7450 COMMITTEES
Abstract User Committee

The Abstract User Committee is composed of representatives from the Commission and various provincial hospitals. The Committee is involved in the ongoing review and enhancement of the Hospital Abstract System (admissions/separations).

Records

7451 Abstract User Committee - Meeting Files Policy, procedures, and minutes of the Committee.
Destroyed after 10 years with the exception of minutes which are transferred to Archives under MHS 0012.

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7452 COMMITTEES
Standing Committee on Medical Manpower

The Standing Committee on Medical Manpower monitors Manitoba's need for physicians, examines problems of supply and distribution of physicians, and recommends corrective action.

Records

7453 Committee Meeting Files
Agenda and minutes of meeting.
Destroyed after 20 years, subject to archival selection, under MHS 0070.

7454 Legislation and Regulation Support Files
Legislation and regulations proposed to, and passed by, Cabinet relating to various health disciplines in Manitoba.
Transferred to Archives after 7 years under MHS 0071.

7455 Administrative Files
Correspondence with physicians, health care facilities, University of Manitoba, College of Physicians and Surgeons of Manitoba, Manitoba Medical Association, Professional Association of Residents and Interns of Manitoba, other government departments and the public concerning medical manpower recruitment, medical manpower planning, immigration pertaining to physicians entry into the province, waiver of Medical Council of Canada evaluating examination, and listing of physician vacancies in the province.
Destroyed after 3 years under MHS 0072.

7456 Agreements Files
Contractual agreements under an incentive program to encourage physicians to consider rural practice. Agreements are between medical students or physicians and the Commission and allow for either a return of service commitment or a monetary repayment. They may concern loans for third and fourth year medical students, grants toward short term training grants to establish practices and/or guaranteed income arrangements.
Destroyed 7 years after discharge of the obligation to the province under MHS 0073.

7457 COMMITTEES
Dental Review Committee

The Dental Review Committee examines complex and unusual cases involving claims for dental surgery and related hospital services. The Committee studies practitioner profiles and statistical data in the review process and also acts as arbitrater in appeal cases.

7458 COMMITTEES
Pharmacare Committee

The Pharmacare Committee is composed of pharmacists from government and private practice. It has a dual purpose to provide professional guidance in determining which drugs should be included as benefits under the Pharmacare Program and to maintain contact with practising pharmacists.

7459 COMMITTEES
Medical Appointments Review Committee

The Medical Appointments Review Committee hears appeals filed by physicians whose applications for medical staff privileges have been refused or whose privileges have been reduced or terminated by a hospital. It also hears appeals concerning applications which have not been attended to within a reasonable time. Appeals are heard only when an applicant has exhausted all rights of appeal at the hospital concerned.

Records

7460 Medical Appointments Review Committee Files
Appeals to, and recommendations of, the Committee. May include reports, and correspondence between the appellant, the hospital and the Committee.
Destroyed after 20 years, subject to archival selection, under MHS 0078.

7461 COMMITTEES
Access and Confidentiality Committee

The Access and Confidentiality Committee advises the Commission on the confidentiality of and appropriate access to health services data in its computerized information system.

Records

7462 Access and Confidentiality - Meeting Files
Policy, procedures, and minutes of the Committee.
Destroyed after 10 years with the exception of minutes which are transferred to Archives under MHS 0012.

7463 COMMITTEE
Standing Committee on Diagnostic Services

The Standing Committee on Diagnostic Services advises the Commission on requests for new diagnostic facilities and on requests for expanded services in facilities already in place. It also acts as a reference and consultative body dealing with problems in the operation of

MANITOBA HEALTH SERVICES COMMISSION

7463 diagnostic services referred to the Committee by the Minister of Health
contd or the Manitoba Health Services Commission.

Records

7464 Standing Committee on Diagnostic Services - Meeting Files
Policy, procedures, and minutes of the Committee.
Destroyed after 10 years with the exception of minutes which are transferred to Archives under MHS 0012.

7465 COMMITTEES
Medical Review Committee

The Medical Review Committee reviews patterns of medical practice. Issues relate to the use of referred laboratory services, special calls, personal care home visits, complete physical examinations, and consultations. The Committee hears appeals from physicians and/or the Manitoba Medical Association regarding the assessment of claims by the Manitoba Health Services Commission.

7466 INTERNAL AUDIT

The Internal Auditor reports to the Executive Director and is responsible for the internal auditing of the financial records of all components of the Health Services Commission.

Records

7467 Internal Audit - Office Files
Destroyed after 5 years under MHS 0053.

7468 Internal Audit Reports and Working Paper Files
Audit findings and recommendations. Reports include objectives, overview, detailed findings, summary of recommendations. Working papers include draft reports, audit findings, questionnaires, interviews, accounts analyses.
Destroyed after 15 years under MHS 0054.

7469 PHARMACEUTICAL CONSULTANT

The Pharmaceutical Consultant is chairman of the Pharmacare Committee and reports to the Executive Director on pharmacare policy issues and to the Associate Executive Director of Insured Benefits and Administration.

7470 INSURED BENEFITS AND ADMINISTRATION

Insured Benefits and Administration includes Health information System, Insurance, Emergency Health and Ambulance Services and Human Resources.

## MANITOBA HEALTH SERVICES COMMISSION

### 7471 INSURED BENEFITS AND ADMINISTRATION
Insurance

Insurance is responsible for assessing and processing claims for health services. The Division determines eligibility for insured services and benefits, and is responsible for registration and enrolment of all residents in the Manitoba Health Plan.

Records

7472 Out-of-Province Medical Claims - **Computer System**
Processing of out-of-province medical claims including determination of eligibility based on claimant sociological information (name, birthdate), eligibility of service, amount of payment and payment to provider of service or patient.
Continuously updated (master electronic file); destroyed variably (input and output) under MHS 0020.

7473 In-Province Medical Claims - **Computer System**
Processing of in-province medical claims including determination of eligibility, claim data (general, laboratory, radiology, chiropractic, optometric), medical history, special claims for assessment (new surgical procedures, cosmetic surgery), and payment.
Continuously updated (master electronic file); destroyed variably (input and output) under MHS 0021 and MHS 0004.

7474 Hospital Abstract Claims - **Computer System**
Processing of hospital/admission separation forms for payment to non-budget hospitals including abstracts of hospital admissions and separations, and emergency and out-patient forms for non-budget forms, patient data (name, birthdate, procedure). Also includes statistical output reports concerning newborns, extended care patients, day care claims, specific procedures/circumstances such as mastectomies and farm-related illnesses/accidents. A non-budget hospital is paid on a per-diem basis for each claim submitted while budget hospitals are paid on an operating budget basis.
Continuously updated (master electronic file); destroyed variably (input and output) under MHS 0022.

7475 Health Coverage Registration - **Computer System**
Determination of eligibility and registration persons for health coverage and updates owing to marriage, divorced, death, permanent or temporary moves from the province. Also includes output reports concerning 19 year-olds issued registrations, temporary absence certificates issued, and Treaty Indian lists by band, treaty number and surname.
Continuously updated (master electronic file); destroyed variably (input and output) under MHS 0023.

Send Applications to Access Guide 7441

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7476 Registrants Files
Eligibility and registration of persons for Manitoba health coverage including evidence of residence, notification of death or changes in marital status, applications for out-of-province, and third-party liability accounts.
Destroyed 1 year after registration expires with the exception of non-essential correspondence such as general enquiries which are destroyed after 3 years under MHS 0024A.

7477 Statistical Research Files
Statistical reports received from Information Systems, Health and Welfare Canada, and other provincial plans. Reports are used to prepare studies concerning issues such as physicians patterns of practice, comparisons of physicians salaries, and are also used in negotiations between the Commission and professional associations.
Destroyed after 7 years, subject to archival selection, under MHS 0025.

7478 Third Party Liability - **Computer System**
Accounts for recoveries from Manitoba Public Insurance Corporation and other insurers for third party liability payments made by the Commission. Includes opening and closing dates of account, registrant data (name, accident, diagnosis, date and type of service), doctor, and amount of claim.
Continuously updated (master electronic file); destroyed variably under MHS 0026.

7479 Lifeflight Air Ambulance Files
Recovery of transportation subsidies from employers and agencies liable for costs including transfer forms, flight manifests, carrier invoices, monthly invoices, monies recovered.
Destroyed after 7 years under MHS 0027.

7480 Northern Patient Transportation - **Computer System**
Assessment of payment and recovery of transportation costs. Includes responsibility for payment according to patient category, determination of third party liability, carrier invoice, escort expenses, and recovery invoice.
Continuously updated (master electronic file); destroyed variably (input and output) under MHS 0028.

7481 Physician Registry - **Computer System**
Registration of physicians, chiropractors, optometrists, dentists as providers of services. Includes name, specialty, address, billing number and update information.
Continuously updated (master electronic file); destroyed variably (input and output) under MHS 0029.

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7482 Children's Dental Claims - **Computer System**
Assessment of claims and eligibility, and payment under the Children's Dental Program. Includes names of child, birthdate, school division and enrolment date, type of service and previous history, fee schedules, and provider of service.
Continuously update (master electronic file); destroyed variably (input and output) under MHS 0055.

7483 Children's Dental Enrolment - **Computer System**
Enrolment of children in the Children's Dental Program including forms for enrolment, amendment or withdrawal, eligibility listings for dentists and school districts.
Continuously update (master electronic file); destroyed variably under MHS 0056.

7484 Association Files
Agreements and contracts between the Commission/Manitoba government and the following associations: Manitoba Chiropractic Association, College of Physicians and Surgeons, Manitoba Medical Association, Manitoba Dental Association, Manitoba Optometric Society, Manitoba Society of Professional Pharmacists, Manitoba Pharmaceutical Association, Certified Prosthetists and Orthotists, and the Manitoba Society of Hearing Aid Audiologists.
Destroyed after 5 years under MHS 0057.

7485 Insurance Division - **Office Files**
Destroyed after 3 years under MHS 0058.

7486 Committee Files
Minutes of the following Commission committees: Assessment and Benefit Policy Committee, Internal Computer Steering Committee, Joint Committee, Medical Remuneration Committee, Treasury Board Committee, Patient Utilization Review Committee, Workplace Safety and Health Committee, and the Chiropractic Review Committee.
Destroyed after 10 years, **subject to archival selection**, under MHS 0059.

7487 **General Ledger**
Transferred to Archives after 7 years under MHS 0060.

7488 Personal Care Home Drug Program Claims - **Computer System**
Review and assessment of pharmacy claims for personal care homes including resident information (birthdate, date of admission), name of home, prescribing physician, eligibility of drug and amount of payment and invoice from pharmacy. Reports list manufacturers price, wholesale prices, common drugs and generic names, and statements of claims paid.
Continuously updated (master electronic file); destroyed variably (input and output) under MHS 0061.

MANITOBA HEALTH SERVICES COMMISSION

7489 Personal Care Home Claims - **Computer System**
Processing of personal care homes claims for payment including resident information (name, birthdate, length of residency in Manitoba, diagnosis, assessed level of care) admission/separation forms for personal care home and **Respite Care**, monthly transportation statements (name, date of service, reason, method of transportation), and statistical reports.
Continuously update (master electronic file); destroyed variably (input and output) under MHS 0062.

7490 Pharmacare Claims - **Computer System**
Assessment of pharmacare claims based on eligibility, co-insurance, and deductible. Includes claimant information (name, birthdate, effective date of benefits) and pharmacare statistical reports. Continuously updated (master electronic file); destroyed variably (input and output) under MHS 0063.

7491 Prosthetic and Orthotic Claims - **Computer System**
Assessment of prosthetic and orthotic claims based on eligibility, co-insurance, deductible, and limits of benefits. Includes claimant information (name, birthdate, type of device/aid, type of service, previous history). Includes applications/requisitions for devices and statistical/financial reports. Devices include telecommunications device for the deaf, orthopedic shoes, breast prostheses, corrective contact lenses for newborns.
Continuously updated (master electronic file); destroyed variably (input and output) under MHS 0064.

7492 Adult Day Care Claims - **Computer System**
Processing of **Adult Day Care** claims including information concerning participant (name, address, birthdate, sponsor, coordinator, facility, admission/separation dates), attendance by facility, and statistical reports.
Continuously updated (master electronic file); destroyed variably (input and output) under MHS 0065.

7493 Hospital Reciprocal Billings - **Computer System**
Billings for non-resident hospital claims/statements. System covers both monies owing to the Commission, for services provided to non-residents of Manitoba, as well as monies owed by the Commission for services provided to Manitobans outside the province.
Continuously destroyed (master electronic file); destroyed variably (input and output) under MHS 0066.

7494 INSURED BENEFITS AND ADMINISTRATION
Health Information Systems

Health Information Systems includes Data Processing, and Management Information Systems.

MANITOBA HEALTH SERVICES COMMISSION

Records

7495 Director - **Office Files**
Destroyed after 3 years under MHS 0045.

7496 Major Project Files
Major projects funded under the **Strategic Investment Agreement** including facility/agency submissions to MHSC, budgets, computer hardware and software configurations, and recommendations, approval and rejection documentation.
Destroyed 1 year after completion of the project under MHS 0049.

7497 Committee Minute Files
Deliberations and decisions of the following committees: Province of Manitoba/Unisys Agreement Management Committee responsible for guiding the administration of the Province of Manitoba-Unisys Strategic Investment Agreement; Manitoba Health Systems Steering Committee comprised of members from MHSC, and other Manitoba government departments with an interest in, or the responsibility for, administration of the Investment Agreement. Also includes copies of minutes of MHSC and Manitoba Health committees related to computer systems, rural health, and long-term care.
Destroyed after 10 years with the exception of original minutes which are destroyed after 15 years **subject to archival selection** under MHS 0050.

7498 Integrated Health Systems - **Office Files**
Destroyed after 3 year under MHS 0051.

7499 Miscellaneous Project Files
Information on facility requests for computer hardware and software, including submission from facility or agency, hardware and software configurations, and MHSC recommendations, approvals, and rejections.
Destroyed after 1 year under MHS 0052.

7500 INSURED BENEFITS AND ADMINISTRATION
Health Information Systems
Data Processing

Data Processing provides computer services to all divisions of the Commission including Cadham Provincial Laboratory, and acts as a consultant to management on computer-related matters. The section is also responsible for supporting computerized systems to handle claims insured under the Manitoba Health Insurance Plan and the management information system.

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Records

7501 Regional and Community Based Programs - Project Files
Research, design, and implementation of computerized and manual systems within Manitoba Health. Includes definition of requirements, project plans, interview notes, system proposals, project findings, recommendations, procedural manuals, specific to a project.
Destroyed after 7 years under MHS 0044.

7502 Data Processing - Office Files
Destroyed after 4 years with the exception of systems documentation which is destroyed once superseded under MHS 0040.

7503 Data Processing - Project Files
Project documentation including plans, interview notes, system proposals, definition of requirements, project findings, recommendations, minutes of meetings.
Destroyed after 7 years under MHS 0041.

7504 Data Processing - Job Control Language Files
Destroyed after 6 months under MHS 0042.

7505 Regional and Community Based Programs - Office Files
Destroyed after 4 years under MHS 0043.

7506 INSURED BENEFITS AND ADMINISTRATION
Health Information Systems
Management Information Systems

Management Information Systems provides analytical services to all divisions of the Commission and acts in a consulting capacity to management on systems related matters. It is responsible for analyzing, documenting and recommending changes to existing systems and procedures, conducting studies and developing, implementing and monitoring new systems, and preparing forms, brochures, and manuals.

The section is also responsible for the compilation and circulation of statistical information on the use of health services. It is also responsible for the on-going development and use of data systems to meet needs for management information.

Records

7507 Systems and Procedures - Legislation and Regulations Working Files
All legislation and regulations proposed to, and passed by, Cabinet relating to Manitoba Health Services Commission.
Transferred to Archives after 7 years under MHS 0046.

7508 Systems and Procedures - Office Files
Destroyed after 3 years under MHS 0047.

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7509 Forms Files
All active forms, brochures, pamphlets, envelopes, and cancelled forms.
Destroyed after 5 years under MHS 0048.

7510 Statistical Reports
Statistics regarding health care facilities and providers of services including hospital reports (number of cases, length of stays, financial returns), providers of service (cost, numbers of services and claims), and personal care homes (levels of care and number of residents for each home)
Destroyed after 7 years under MHS 0007.

7511 Management Information - Administrative Files
Operational information including correspondence concerning population of a region in Manitoba, Native population in a region, and incidence of morbidity in medical and hospital programs.
Destroyed after 7 years, subject to archival selection, under MHS 0008.

7512 Management Information - Publication Working Paper Files
Preparation and editing of the quarterly and annual MHSC reports including spreadsheets, graphs/pie charts, drafts of introduction, galley proofs, and maps.
Destroyed after 7 years under MHS 0009.

7513 INSURED BENEFITS AND ADMINISTRATION
Human Resources

Human Resources is responsible for the recruitment and selection of staff, position evaluation and classification, payroll, labour relations, staff development, and personnel policies and standards.

Records

7514 Human Resources Program - Office Files
Destroyed after 10 years under MHS 0014.

7515 Employee Files
Destroyed 60 years after termination of employee under MHS 0013.

7516 Annual Increments Approvals
Approved/denied annual increments for employees.
Destroyed after 7 years under MHS 0015.

7517 Selection Board Files
Selection Board and entry level appointments to vacant positions.
Destroyed after 5 years with the exception of Affirmative Action files which are destroyed after 20 years under MHS 0016.

7518 Attendance Reports
Destroyed after 10 years under MHS 0017.

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7519 Employment Applications
Destroyed after 6 months under MHS 0018.

7520 Salaries Commitment Report System - Computer System
Monthly and annual records of MHSC salaries expenditures and projections. Continuously updated (master electronic file) destroyed variably (input and output) under MHS 0019.

### 7521 INSURED BENEFITS AND ADMINISTRATION
Emergency Health and Ambulance Services

Emergency Health and Ambulance Services provides province-wide responses to health emergencies such as major accidents or natural disasters. Medical transport services fall into three categories: land ambulance services, the transportation of patients living in remote areas, and the Air Ambulance Program which provides critical in-flight care for victims of accidents or serious illness.

#### Records

7522 Ambulance Call Reports
Records of ambulance usage including patient sociological information, condition and treatment when picked up and on route to hospital, name of ambulance company and attendants, and party assuming responsibility for payment.
Destroyed after 2 years under MHS 0006.

7523 Ground Ambulance Training Examinations
Examinations completed by ambulance training students.
Destroyed after 6 months under MHS 0109.

7524 Air Ambulance - Operations Files
Air Ambulance Program operational procedures and policies. Includes procedures for airport security and safety, and for the use of alternate aircraft; nursing charts and/or forms; neonatal/maternal transportation policies and procedures; inventories of equipment and supplies; legal information regarding requirement for informed consent, care received outside of provincial boundaries, transfer of medical function, and insurance available to flight personnel and passengers.
Destroy when superseded under MHS 0110.

7525 Air Ambulance - Education and/or Training Files
Air Ambulance Program training and standards. Includes reports, reference material, correspondence between Air Ambulance staff, University of Manitoba, and Government Air Services concerning training programs (Advanced Cardiac Training, RN/Pilot Training and Aircraft Training). Also includes program publicity material.
Destroyed after 3 years with the exception of training material which is destroyed once superseded under MHS 0111.

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7526 Air Ambulance - Administration Files
Administration of Air Ambulance Program including studies and research leading to the implementation of the Air Ambulance Program (history files), enquiries/complaints from patients and physicians concerning out-of- province transportation costs, correspondence between MHSC and Manitoba Health concerning the Air Ambulance Program, and administrative records such as purchase requisitions and payroll.
Destroyed after 4 years with the exception of the history files which are destroyed after 5 years, and the complaint files which are destroyed after 7 years under MHS 0112.

7527 Ground Ambulance - Grant Files
Issuing of grants to ambulance services. May include correspondence regarding financial matters between MHSC, ambulance services and municipalities; financial profiles and audited statements; and copies of agreements between municipalities and private ambulance services.
Destroyed after 7 years under MHS 0113.

7528 Ground Ambulance - Ambulance Personnel Licenses - **Computer System**
Annual licensing of ambulance personnel.
Continuously updated (electronic master file); destroyed variably (input and output) under MHS 0114.

7529 Ground Ambulance - Training and/or Education Files
Training and/or education of emergency and ambulance services personnel. Includes reference material and information concerning training programs provided in other provinces/states. MHSC trains instructors who then train ambulance personnel. Examinations are prepared and invigilated by MHSC officers. Other training programs are offered by St. John Ambulance and Red Cross.
Destroyed after 7 years under MHS 0115.

7530 Ground Ambulance - Call Report System - **Computer System**
Condition and treatment of patient while en route to hospital and identification of responsibility for payment.
Continuously updated (electronic file); destroyed variably (input and output) under MHS 0116.

7531 Ground Ambulance - Committee Files
Policies, procedures, terms of reference of committees as well as meeting records of the following: Ambulance Services Administrative Advisory Committee, Pre-Hospital Care Medical Advisory Committee, Transfer of Function Subcommittee, Northern Patient Transportation Program Advisory Committee, Ambulance Services Directors Committee, Manitoba Emergency Cardiac Care Committee, Federal/Provincial Emergency Services Directors Committee, Interdepartmental Dangerous Goods Committee, Interdepartmental Planning Officers Committee, Manitoba Fire College Advisory Committee, St. John Ambulance Nursing Advisory Committee, St. John Ambulance Training Committee, and the Winnipeg Ambulance Service Medical Advisory Committee.
Destroyed after 7 years, subject to archival selection, under MHS 0117.

## MANITOBA HEALTH SERVICES COMMISSION

7532 Ground Ambulance - Office Files
Destroyed after 6 years under MHS 0118.

7533 Ground Ambulance - Ambulance Service Licenses
Annual licensing of ambulance services under The Public Health Act including inspection and licensing reports.
Destroyed after 7 years under MHS 0119.

7534 Ground Ambulance - Operations Files
All operational policies and procedures of the Division including communication issues such as radio and pager policies; specifications for ambulance vehicles and garages; transportation procedures for handicapped, neonates and diving accident victims; interfacility transfer procedures; information concerning 'medicab' services available.
Destroyed after 7 years under MHS 0120.

7535 Ground Ambulance - Disaster Plan Files
Plans and procedures to be followed in health facilities in the event of mass casualty incidents and disasters.
Destroyed when superseded under MHS 0121.

7536 Ground Ambulance - Northern Patient Transportation Program Files
Administration of the Northern Patient Transportation Program. The program provides transportation for patients from northern communities for emergency hospital treatment and elective hospital and/or medical treatment.
Destroyed after 5 years under MHS 0122.

7537 ADMINISTRATION

Administration is responsible for the financial and administrative services of the Commission. It includes the Comptroller's Office and the Administrative Services sections.

The Comptroller's Office is responsible for general accounting, control of assets, budgetary planning, monitoring expenditures for health programs, and reporting on these expenditures to program managers, senior staff, and government.

Administrative Services provides a central administrative support service, including office services, physical plant operations, and library services.

Records

7538 Commission Payroll - Computer System
Bi-weekly payroll for all Commission employees and deductions adjustments thereto. Includes superannuation information, budget forecast reports, and classification listings.
Continuously updated (master electronic file); destroyed variably (input and output) under MHS 0030.

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7539 **Accounts Payable** General Ledger - **Computer System**
Monies owing and paid by the Commission for goods and services.
Continuously updated (master electronic file); destroyed variably (input and output) with the exception of the year-end audit report which is transferred to Archives after 7 years under MHS 0031.

7540 Facility Payment - **Computer System**
Bi-monthly payments by the Commission to hospitals and personal care homes. Produces cheques and payment reports.
Continuously updated (master electronic file); destroyed variably (input and output) under MHS 0032.

7541 Financial Files
All financial data relating to programs funded and programs administered by the Commission. Includes quarterly reports, public accounts variance explanations, supplementary funding requirements, estimates requirements, monthly financial statements and variance explanations, year-end audited financial statements, printed estimates, and estimates supplements.
Destroyed after 7 years under MHS 0033.

7542 Administration - **Office Files**
Destroyed after 5 years under MHS 0034.

7543 **Requisition** Files
Destroyed after 7 years under MHS 0035.

7544 Contract Files
Contracts between MHSC and other parties. Contracts may concern the provision of services (either operational or maintenance), leasing of property, or employment. Also includes contracts and agreements sent to tender.
Destroyed 7 years after expiry, subject to archival selection, under MHS 0036.

7545 Federal-Provincial Files
The exchange of financial information between the Manitoba Health Services Commission, the Manitoba government, and the federal government. Under The Canada Health Act certain criteria and conditions must be met before payments are made to provinces for hospital and medical services.
Destroyed after 10 years, subject to archival selection, under MHS 0037.

7546 Canadian Blood Committee Files
Decisions and deliberations of the Committee which was established by the provincial ministers of health to direct the country's national blood program.
Destroyed after 5 years under MHS 0038.

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7547 Cheques
Evidence of payments issued by the Commission.
Destroyed after 10 years (microform); destroyed after 1 year (paper copy) under MHS 0039.

7548 FACILITIES

Facilities includes Construction Programming, Long Term Care Programs, Rural Health Facilities, and Urban Health Facilities.

Records

7549 General Correspondence
Correspondence between owners and operators of MHSC funded facilities and MHSC staff concerning general matters such as nursing/pharmacy guidelines, facility organization charts, and requests for information.
Destroyed after 5 years under MHS 0080.

7550 Board Membership Files
Appointments of health care facilities board members including Municipal Board resolutions, and related correspondence.
Destroyed after 6 years, subject to archival selection of Municipal Board resolutions, and appointments of representatives on the Governing Board under MHS 0081.

7551 Sale of Land Files
Sale of land to, and purchases from, Manitoba health care facilities. Includes Land Titles documents, surveyors' certificates, submissions to the Commission regarding the sales/purchases, Commission recommendation, and government decision.
Destroyed after 7 years, subject to archival selection of decisions by government to approve/disapprove transaction, under MHS 0083.

7552 Health Facilities Program Files
Specialized programs in health care facilities. Correspondence and reports between facilities, MHSC, and Manitoba Health regarding specialized programs. Included are requests from the facilities, staff requirements, and approvals.
Destroyed after 7 years under MHS 0091.

7553 Equipment Purchase Requests
Requests and approvals for purchasing equipment. Requests from facilities for approval to purchase equipment. Includes supporting documentation, MHSC response to request (approval, denial, or qualification).
Destroyed after 7 years under MHS 0092.

7554 Visits/Inspections
Visits/inspections of health facilities by MHSC staff and other agencies. Includes report, recommendations, and response of facility.
Destroyed after 7 years, subject to archival selection, under MHS 0093.

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7555 **Complaint Files**
Complaints concerning health care facilities and MHSC response.
Destroyed after 7 years, subject to archival selection, under MHS 0094.

7556 **By-Law Files**
Documentation of the development and approval of health care facilities by-laws (governing board, and medical staff by-laws, rules and regulations). May include correspondence between facilities, Commission staff and Manitoba Attorney-General.
Destroyed after 7 years, subject to archival selection, under MHS 0084.

7557 **Regulation Support Files**
Legislation proposed to, and passed by, Cabinet relating to the operation of all Manitoba health care facilities. Submissions involve requests to alter the number of governing board members, changes in boundaries, and establishment of Health and Social Services Districts.
Transferred to Archives after 7 years under MHS 0085.

7558 **Finance Files**
Annual budgets of MHSC-funded facilities and the Commission's recommendations. Also includes year-end financial statements, special funding requests, and selected audit reports.
Destroyed after 7 years under MHS 0086.

7559 **Financial Information - Computer System**
Financial and statistical data for MHSC funded facilities.
Continuously updated (master electronic file); destroyed variably (input and output) under MHS 0087.

7560 **Financial Files - Monthly Financial Statements**
Income and expense totals, nursing, operation room and administration costs, and hours of employment for staff.
Year-end monthly financial statement destroyed after 7 years; other monthly statements destroyed after 2 years under MHS 0098.

7561 **Nursing Survey Files - Computer System**
Nursing positions in Manitoba facilities.
Continuously updated (master electronic file); destroyed variably (input and output) under MHS 0088.

7562 **Chronic Care Charge Files**
Chronic Care charges (approved and denied). Includes forms from hospitals reporting medical condition of long-stay patients and requests to charge for care; residential charge assessment forms from patients requesting waiver/reduction of charges; authorization to MHSC to obtain financial data from Revenue Canada; MHSC notification to hospital that charge to patient has been approved/reduced/denied.
Destroyed after 3 years under MHS 0089.

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7563 FACILITIES
Construction Programming

Construction Programming is responsible for planning and funding a balanced program of maintenance and construction of hospitals, community clinics, and personal care homes.

Records

7564 Provincial Enactments - Construction Files
Provincial authorization of health facility construction and maintenance. Includes correspondence concerning legal procedures for new health facility construction and additions, schemes to establish proposed hospital district or to provide additional facilities in an established district, certified copy of a Municipal Board affidavit authorizing scheme or supplementary scheme, Municipal Board resolution authorizing by-laws, ratifying municipal by-law, Order-in-Council confirming establishment of a hospital district or alteration of district boundaries.
Destroyed after 7 years, subject to archival selection of plans, drawings and proposals under MHS 0100.

7565 Long-Term Financing and Trusteeship Agreement Files
Authorization of funding of health facility construction. Correspondence between owners and operators of health care facilities and MHSC confirming acceptance of project and willingness to fund, and supplying details of the debenture to be issued and time frame. Also includes borrowing by-laws and resolution authorizing loans passed by hospital district board of directors, certified copy of Municipal Board affidavit authorizing resolution, and the agreement between MHSC and the owner or operator to deduct monies for debenture.
Destroyed 7 years after discharge of obligation under MHS 0101.

7566 Construction Finance Interim and Audit Files
Securities to finance capital expenditure for health facility constructions including capital budget, breakdown of costs, and source of funds; federal sales tax, or excise tax refund claim forms; final audit statement of costs and approved funds; correspondence concerning costs and sources.
Destroyed after 7 years under MHS 0102.

7567 Construction Files
Health facility construction and upgrading including facility history profile and requirements; submission for approval by Cabinet, MHSC or Management Committee; agreement with architect; review of schematic drawings and estimates; certificate of payment (work completed and materials on site); change orders; field site inspections of construction progress; correspondence concerning construction, approved projects, intents, approvals and deficiencies.
Destroyed after 7 years under MHS 0103.

MANITOBA HEALTH SERVICES COMMISSION

7568 FACILITIES
Long Term Care Programs

Long Term Care Programs is responsible for planning and developing new programs to meet emerging needs. The division approves funding, establishes and monitors standards for all free-standing personal care homes, the Adult Day Care Program, the Respite Care Program in personal care homes and Deer Lodge Centre (Winnipeg). The Adult Day Care Program improves the ability of frail, at-risk individuals to remain in the community, combats the debilitating effects of social isolation, and provides respite for family and primary care providers. The Respite Care Program offers families who are providing care for dependent relatives periods of planned respite through short-term admissions to personal care homes. The division also approves funding for Community Therapy Services of Manitoba and monitors the program. Community Therapy Services of Manitoba provides physiotherapy and occupational therapy services in personal care homes. Therapy services are also provided to rural hospitals, to Home Care clients and to the Society of Manitobans with Disabilities.

Records

7569 Sponsor Files - Adult Day Care Program
Requests for Adult Day Care Program funding, and approved budgets. Includes quarterly attendance reports and financial statements, names of registrants, and attendance records. Includes approvals/rejections of funding requests.
Destroyed after 7 years under MHS 0095.

7570 Client Files - Adult Day Care Program
Registration of elderly or disabled persons in Adult Day Care Program. Includes date of registration, date of separation (leaving) and reason where applicable, planned attendance.
Destroyed 3 years after registrant's separation from the program under MHS 0096.

7571 Licences - Personal Care Homes
MHSC and Manitoba Health licensing of personal care homes. Includes legal and common name of personal care home, location, effective dates, number of beds. Also includes correspondence between personal care homes (lawyers, administrators, boards) and MHSC concerning changes to licences, closure, and reduced number of beds.
Destroyed after 7 years under MHS 0097.

7572 FACILITIES
Rural Facilities

Rural Facilities is responsible for all programs related to rural hospitals. Standards of care and service in Manitoba hospitals are monitored by the Commission. Consultants provide services covering most aspects of hospital operations including laboratory and organ imaging, diagnostics, nursing, dietetics, pharmacy, and other support services

MANITOBA HEALTH SERVICES COMMISSION

7572 contd such as administration and finance. The divisions also assist in the planning, development and implementation of programs. Finance officers review budget submissions, financial and statistical returns, and prepare rate recommendations year-end settlements.

Records

7573 Symposium Files on Rural Health Care
Preparations and deliberations of the Lester P. Decock Symposium on Rural Health Care. The Symposium is held to discuss health care in Manitoba.
Destroyed after 5 years, subject to archival selection, under MHS 0082.

7574 FACILITIES
Urban Facilities

Urban Facilties is responsible for all programs related to urban hospitals (Winnipeg and Brandon). Standards of care and service in Manitoba hospitals are monitored by the Commission. Consultants provide services covering most aspects of hospital operations including laboratory and organ imaging, diagnostics, nursing, dietetics, pharmacy, and other support services such as administration and finance. The divisions also assist in the planning, development, and implementation of programs. Finance officers review budget submissions, financial and statistical returns, and prepare rate recommendations and year-end settlements.

Records

7575 Bed Registry Files - Computer System
Registry of beds available, occupied, and out-of-service in Winnipeg hospitals.
Continuously updated (master electronic files); destroyed variably (input and output) under MHS 0090.

7576 LABORATORY AND X-RAY SERVICES

The Laboratory and X-ray Services Division is made up of the Cadham Provincial Laboratory and the Rural Laboratory and X-ray Units (LAXUS).

7577 LABORATORY AND X-RAY SERVICES
Cadham Provincial Laboratory

The Cadham Provincial Laboratory provides province-wide diagnostic, public health, and reference laboratory services.

MANITOBA HEALTH SERVICES COMMISSION

Records

7578 Laboratory Requisition and Data Entry Worksheet - **Computer System**
Requests for, and results of, laboratory tests.
Continually updated (electronic file); destroyed after 2 months (input) with the exception of criminal and civil legal sample data which is destroyed after 6 years under MHS 0005A.

7579 Cadham Provincial Laboratory - **Office Files**
Destroyed after 5 years under MHS 0123.

7580 Research Files
Research activity undertaken by the laboratory. Includes findings as well correspondence relating to specific projects. Research may include evaluations of new diagnostic testing products, methodologies, equipment, and systems.
Destroyed after 1 year, **subject to archival selection**, under MHS 0124.

7581 LABORATORY AND X-RAY SERVICES
Rural Laboratory and X-Ray Units

Rural Laboratory and X-Ray Units provides diagnostic services in medical laboratory technology, radiology, diagnostic ultrasound.

Records

7582 Patient Record Files
Results of laboratory, radiological (X-ray) and ultrasound examinations performed in rural Manitoba as well as results of electrocardiogram tracings. Includes patient information (name, birthdate,sex and address), test performed and results.
Destroyed after 5 and 10 years (normal and pathological results respectively) with the exception of electrocardiogram tracings results which are destroyed after 7 years (normal) and 7 years after death of patient under MHS 0125.

7583 Education Material Files
Instruction and certification of laboratory and X-ray technologists. Includes instructional material, student names, grades, and year of course.
Destroyed 7 years after certification of student with the exception of the instructional material which is destroyed once superseded under MHS 0126.

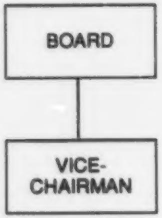
7584 Provincial Lab and X-Ray Services - **Office Files**
Destroyed after 2 years under MHS 0127.

MANITOBA HEALTH SERVICES COMMISSION

7585 Committee Minute Files
Deliberations and decisions of the following committees: Ultrasound Advisory Committee, Regular Placement, Interim Placement, and Area Chief Technologists. Regular and Interim Committees are concerned with the placement of technologists. The Ultrasound Advisory Committee is concerned with policy issues and the Area Chief Technologist Committee is concerned with operational issues.
Destroyed after 3 years with the exception of minutes which are destroyed after 15 years, subject to archival selection, under MHS 128.

7586 Monthly Summary Files
Monthly summaries of examinations performed at diagnostic units in rural Manitoba. Includes ultrasound, laboratory, electrocardiogram tracings, and X-ray workloads, and year-to-date totals.
Destroyed after 5 years under MHS 0129.

## MANITOBA HOUSING AND RENEWAL CORPORATION


BOARD
VICE-CHAIRMAN

MANITOBA HOUSING AND RENEWAL CORPORATION

7650 Manitoba Housing and Renewal Corporation is a Crown corporation incorporated in 1967. It is responsible for providing affordable housing for low to moderate income groups, seniors, and the handicapped.

The Corporation supports the operations of housing authorities by providing the provincial share of funding under federal-provincial agreements; provides the annual forgiveable portion of loans issued to private, non-profit housing sponsors; pays the mortgage interest differential for a variety of loan programs; provides subsidies which are components of various home purchase and mortgage financing programs; provides further operating assistance to sponsors and residents of cooperatives through the **Cooperative Home Start** program; and, provides the forgiveable portion of loans issued to low income families through the **Critical Home Repair Program**.

7651 Applications for access to the records of Manitoba Housing and Renewal Corporation may be sent to the Access Coordinator:

Freedom of Information
Access Coordinator
Manitoba Housing and Renewal Corporation
603 - 287 Broadway
Winnipeg
R3C 0R9
Ph: 945-5686

Arrangements for examining records and for obtaining photocopies may be made through the Access Coordinator.

All government offices are listed by community at the end of the Access Guide green pages.

7652 The Access Officer for Manitoba Housing and Renewal Corporation is:

Special Assistant to the Deputy Minister
Manitoba Housing
603 - 287 Broadway
Winnipeg
R3C 0R9

7653 BOARD OF DIRECTORS

The Board of Directors of the Corporation is composed of the Minister and five senior executives of the Department of Housing who are appointed to the Board by the Lieutenant-Governor-in-Council. The Corporation has no staff. All services to the Corporation are provided by Manitoba Housing.

Send Applications to Access Guide 7651

## MANITOBA HOUSING AND RENEWAL CORPORATION

### Records

7654 Minutes and By-laws
Transferred to Archives after 5 years under MHR 0047.

7655 Meeting Files
Minutes and supporting documentation.
Transferred to Archives after 6 years under MHR 0046.

7656 Meeting Files - Committees
Minutes and background information.
Transferred to Archives after 6 years under MHR 0044.

7657 General Manager - Office Files, 1967-1984
Correspondence with the Minister and Deputy Minister of Housing; minutes of the liaison committee with Canada Mortgage and Housing Corporation; budget and estimate papers; project files; files on specific programs such as Homes in Manitoba Program; files on conference, meetings, and committees; copies of board minutes, submissions, and internal administration files.
Transfer to Archives under MHR 0026.

7658 Assistant General Manager - Office Files, 1974-1984
Documentation relating to specific housing projects; various housing programs of the Corporation and other governments; topics such as insulation, in-fill housing and cooperative housing; conferences and meetings with interest groups, other governments, and construction officials from the private sector; budgets and estimates.
Transfer to Archives under MHR 0028.

7659 Corporate Secretary's Office - Senior Administrator's Office Files
Program and community files.
Destroyed after 6 years under MHR 0059.

7660 Corporate Secretary's Office - Office Files
Transferred to Archives after 8 years under MHR 0052.

7661 Corporate Secretary's Office - Tenders
Cost estimates and other documents related to the tendering process.
Destroyed after 6 years under MHR 0051.

7662 Corporate Secretary's Office - Photographic Collection, 1975-1983
Photographic records of official openings, public meetings, Festival of Flowers competition and interior/exterior of houses.
Transferred to Archives under MHR 0055.

7663 Corporate Secretary's Office - Community Files
Records of communication between communities and MHRC regarding programs and projects.
Destroyed after 6 years under MHR 0056.

7664 Comptroller - Office Files, 1967-1984
Destroy, subject to archival selection, under MHR 0031.

MANITOBA HOUSING AND RENEWAL CORPORATION

7665 **Rental Start Agreements**
Mortgage financing agreements with private developers for construction or conversion of rental accomodation.
Destroyed 6 years after expiry or discharge of mortgage under MHR 0033.

7666 **Mobile Home Loan Guarantee Program** - Loan Guarantee Agreements
Destroyed 6 years after termination of agreement under MHR 0035.

7667 Construction Project Files
Contracts, specificatins, preconstruction plans; letters of intent/acknowledgement/authorization; certificate of substantial performance; and insurance certificates.
Plans destroyed upon completion of project; other records retained for the life of the building under MHR 0036.

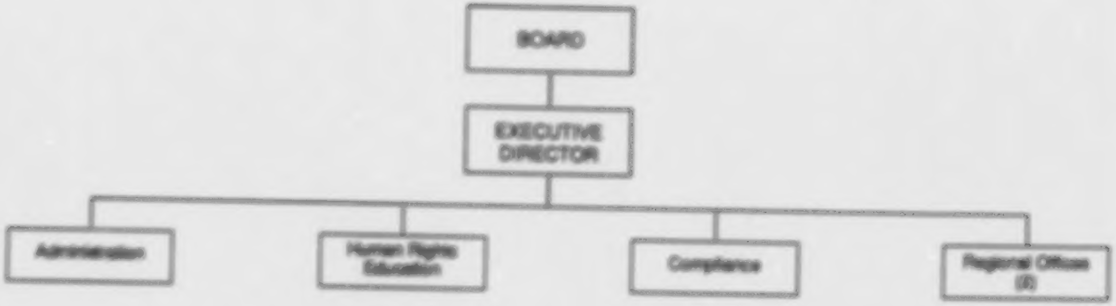
7668 Promissory Notes
Promissory notes provided under the **Critical Home Repair Program**, Core Area Initiatives **Home Repair Program**, **Residential Rehabilitation Assistance Program** and the **Urban Native Non-Profit Housing Program**.
Destroyed 6 years after expiry or forgiveness of discharge under MHR 0037.

7669 Rent Supplement Agreements
Agreements with private landlords and sponsor groups for the provision of subsidized rental units for elderly and disabled persons and low-income families.
Destroyed 6 years after expiry under MHR 0038.

7670 Aspen Park Condominium Files
Purchase agreements and general correspondence with purchasers.
Destroyed 7 years after sale of properties under MHR 0039.

7671 Registered Mortgage Documents and Land Leases
**Rural and Northern Housing Program** Mortgage agreements and documents of programs administered by Mortgage Services branch of Manitoba Housing; sale agreements for property sold by MHRC for new housing construction (Meadows West, Woodlands); and land leases with option to purchase for lots intended for new construction.
Destroyed 6 years after discharge of mortgage or expiry of loan agreement under MHR 0042.

## MANITOBA HUMAN RIGHTS COMMISSION


BOARD
EXECUTIVE DIRECTOR
Administration
Human Rights Education
Compliance
Regional Offices (2)

MANITOBA HUMAN RIGHTS COMMISSION

7700 The Manitoba Human Rights Commission attempts, under The Human Rights Code, to reduce discrimination and promote social change leading to equal opportunity. The Commission investigates complaints of discrimination, endeavours to settle substantiated complaints, and promotes human rights education. It also issues advisory opinions respecting practices which could contravene the Code.

7701 Applications for access to the records of the Human Rights Commission may be sent to the Access Coordinator:

Freedom of Information
Access Coordinator
Manitoba Human Rights Commission
301 - 259 Portage Avenue
Winnipeg
R3B 2A9
Ph: 945-3007

Arrangements for examining records and for obtaining photocopies may be made through the Access Coordinator.

All government offices are listed by community at the end of the Access Guide green pages.

7702 The Access Officer for the Human Rights Commission is:

Executive Director
Manitoba Human Rights Commission
301 - 259 Portage Avenue
Winnipeg
R3B 2A9

7703 BOARD

The Board of Commissioners appointed by the Lieutenant-Governor-in-Council establishes policies for administering programs and activities of the agency, and monitors and evaluates the Commission's programs. The Board also determines the appropriate disposition of all complaints and issues binding opinions.

Records

7704 Board Minutes
Transferred to Archives after 10 years under HR 0001.

MANITOBA HUMAN RIGHTS COMMISSION

7705 Chairperson's Files
Decisions and activities of the Chairperson including correspondence with the Attorney General, heads of other human rights agencies in Canada, and interest groups, and correspondence and reports regarding incidents of apparent violations of human rights.
Transferred to Archives 5 years after incumbent leaves position under HR 0013.

7706 Public Hearing Records, January-February, 1983
Presentations at public hearings regarding proposed Human Rights Code.
Transferred to Archives under HR 0008.

7707 ADMINISTRATION

Administration provides coordination and support services for the Commission.

Records

7708 Administration - Office Files
Destroyed after 10 years under HR 0004.

7709 Intake Daily Logs and Casebooks
Log of all complaints received, accepted and processed, from first contact to resolution.
Destroyed after 10 years under HR 0010.

7710 Day Copies
Destroyed after current year under HR 0007.

7711 HUMAN RIGHTS EDUCATION

Human Rights Education promotes an understanding of, and compliance with, The Human Rights Code, and ensures that Manitobans understand their civil and legal rights. The education program includes a speaker service and outreach activities to assist and encourage community initiatives designed to further human rights principles.

Records

7712 Education Files
All educational activities of the Commission.
Destroyed after 10 years under HR 0005.

7713 Special Program Files
Applications for special projects, Commission analysis and review, denials, approvals, limitations to approvals, project follow-ups.
Destroyed after 10 years under HR 0006.

## MANITOBA HUMAN RIGHTS COMMISSION

7714 Non-Statutory Human Rights Cases
Investigation and conciliation of non-statutory human rights cases. A non-statutory case is an informal case alleging discrimination which may not be unlawful as defined by The Human Rights Code such cases pursued by the Commission under its educational mandate.
Destroyed after 10 years under HR 0011.

### 7715 COMPLIANCE

Compliance includes activities relating to the acceptance and disposition of complaints of discrimination. The Compliance program attempts to reduce discriminatory behaviour and to alleviate the effects of discrimination by accepting and investigating complaints, implementing settlements which ensure future compliance with The Human Rights Code and by ensuring that complaints which cannot be reasonably resolved through voluntary conciliation are brought to adjudication.

Records

7716 Enforcement Files
All complaints filed with the Commission including investigative findings and conciliations attempts.
Destroyed 20 years after closure (originals); destroyed after 3 years (copies - The Pas and Brandon) under HR 0002A and HR 0012 respectively.

7717 Legal Proceedings Files
Complaints of discrimination referred to Boards of Adjudication and/or the Courts, and any legal challenge or action involving the Commission. Boards of Adjudication are appointed by the Attorney-General when a complaint cannot be resolved through conciliation. Decisions of the Boards may be appealed to the Courts. Files document proceedings from the point at which a request is made for the appointment of a Board.
Destroyed after 10 years under HR 0009.

7718 Advisory Opinions
Binding advisory opinions prepared by the Commission. The opinions are requested by persons who feel obliged to consider certain group characteristics when making business decisions but who wish to ensure that the distinction is not discriminatory.
Destroyed after 20 years under HR 0014.

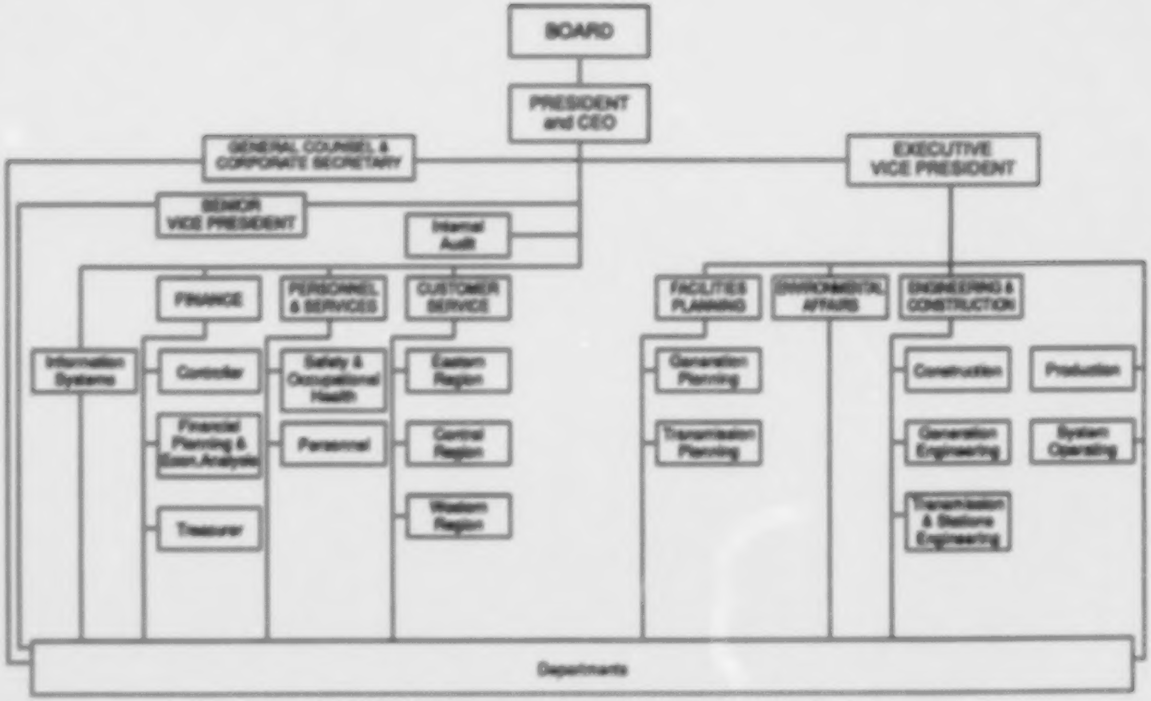
### 7719 REGIONAL OFFICES

The Commission maintains regional offices in Brandon and The Pas.

Records

7720 Enforcement Files - The Pas and Brandon Offices (copies)
Destroyed after 3 years under HR 0012.

## MANITOBA HYDRO


BOARD
PRESIDENT and CEO
GENERAL COUNSEL & CORPORATE SECRETARY
EXECUTIVE VICE PRESIDENT
SENIOR VICE PRESIDENT
Internal Audit
FINANCE
PERSONNEL & SERVICES
CUSTOMER SERVICE
FACILITIES PLANNING
ENVIRONMENTAL AFFAIRS
ENGINEERING & CONSTRUCTION
Information Systems
Controller
Financial Planning & Econ.Analysis
Treasurer
Safety & Occupational Health
Personnel
Eastern Region
Central Region
Western Region
Generation Planning
Transmission Planning
Construction
Generation Engineering
Transmission & Stations Engineering
Production
System Operating
Departments

## MANITOBA HYDRO

7750 Manitoba Hydro is a provincial Crown corporation which generates and distributes electricity.

Prior to 1961, two provincially-owned utilities, the Manitoba Hydro-Electric Board and the Manitoba Power Commission distributed electricity outside the City of Winnipeg. They were amalgamated as Manitoba Hydro to eliminate duplication and to improve the efficiency of the province's power industry.

7751 Applications for access to the records of Manitoba Hydro may be sent to the Access Coordinator:

Freedom of Information
Access Coordinator
Manitoba Hydro
820 Taylor Avenue
Winnipeg
R3C 2P4
Ph: 474-3946

Arrangements for examining records and for obtaining photocopies may be made through the Access Coordinator.

All government offices are listed by community at the end of the Access Guide green pages.

7752 The Access Officers for Manitoba Hydro are:

Senior Legal Officer
820 Taylor Avenue
Winnipeg
R3C 2P4

General Counsel and Corporate Secretary
820 Taylor Avenue
Winnipeg
R3C 2P4

### 7753 BOARD OF DIRECTORS

The Board of Directors, which consists of not more than eleven members, is appointed by the Lieutenant-Governor-in-Council and is responsible for the administration of the affairs of the Corporation in accordance with The Manitoba Hydro Act.

### Records

7754 Board of Directors - Minutes
Transferred to Archives after 15 years under MH 0027.

MANITOBA HYDRO

7755 PRESIDENT AND CHIEF EXECUTIVE OFFICER

The President and Chief Executive Officer is responsible for carrying out and performing such duties and discharging such responsibility as may be described by the Board.

7756 PRESIDENT AND CHIEF EXECUTIVE OFFICER
Internal Audit

Internal Audit is responsible for advising management as to the economy, efficiency and effectiveness of management policies, practices and controls of all Corporate operations.

7757 PRESIDENT AND CHIEF EXECUTIVE OFFICER
Information Systems

Information Systems is responsible for development and maintenance of all computing capability in the Corporation and for the interface with Manitoba Data Services.

7758 GENERAL COUNSEL AND CORPORATE SECRETARY

The General Counsel and Corporate Secretary is responsible for all legal matters affecting the Corporation and for the Secretariat of the Board and Executive.

Records

7759 General Counsel and Corporate Secretary - Office Files
Destroyed after 6 to 7 years with the exception of the historic files which are transferred to Archives under MH 0034.

7760 Executive Committee Minutes
The Executive Committee resolves matters of corporate-wide concern and policy, establishes corporate positions on external issues, reviews matters to be advanced to the Board, and acts as a strategic planning and budget review Committee.
Transferred to Archives after 15 years under MH 0026.

7761 Agreement Files
Miscellaneous agreements for the provision or acceptance of services or benefits. Included are agreements concerning: employee benefits such as life assurance, pension trusts, union agreements; external consulting, professional, technical assistance to foreign governments; property sales, studies, disaster relief in the energy sector, Northern Flood; joint use and access concerning underground structures; international power line location; services to Hydro such as maintenance, catering, renovations, construction, janitorial work, elevator maintenance; loan

7761 contd and use of computer software, and high voltage direct use of software at research centre.
Destroyed 6 years after expiry under MH 0022.

7762 Power and Energy Contracts
Agreements to supply power and energy to commercial and large customers including name of customer, date of agreement, mode of operation, location, terms and conditions, and point of delivery for supply.
Destroyed 7 years after termination under MH 0025.

7763 Licences and Permits
Licences and permits to install, maintain, modify in-plant power equipment. Includes water/land licences for reservoir and plant operations and renewals as required, as well as permits authorizing the use of airstrips maintained by the Corporation.
Destroyed 7 years after termination under MH 0028.

7764 Power Agreements
Power agreements with provincial government bodies and the federal government, other provincial governments, City of Winnipeg, Upper Mississippi Power Group, Wismintoba, Nebraska Public Power District and Hudby. Agreements for purchase or sale between Manitoba Hydro and other consumers including interchange agreements with Northern States Power, Ontario Hydro, Otter Tail Power, Minnesota Power and Light, Minntoka Power, Saskatchewan Power, and United Power Association.
Transferred to Archives 6 years after termination of agreement under MH 0029.

7765 Purchase and Sales Files
Purchase and sales of land including offers to purchase, deeds, by-laws, indentures, bills of sale, agreements, correspondence regarding discharge of mortgage, transfer, and certificate.
Destroyed 6 years after disposal of land under MH 0030.

7766 Contract Files
Contractual supply of material/work for generation stations, transmission lines, terminals and substations, and communications. Includes terms, technical specifications, tender and drawings.
Destroyed after 7 years (textual copy); and once facility terminated under MH 0024.

7767 Orders-in-Council Files
Orders concerning Manitoba Hydro issues.
Destroyed after 5 years once obsolete under MH 0032.

7768 Street Lighting Files
Contracts authorizing Manitoba Hydro to supply electrical power to municipalities, villages, towns, cities, school districts, and local government districts. Also includes discontinuance records, change authorizations, resolutions, in-service summaries, and invoices.
Destroyed after 6 years with the exception of contracts which are destroyed 7 years after termination under MH 0031.

MANITOBA HYDRO

7769 Law Department - Office Files

Destroyed after 6 years under MH 0003.

7770 Law Department - Litigation Claims Files

Claims made against, or on behalf of, Manitoba Hydro. Litigation may concern previous employees on administrative matters, damage to Hydro property or personal injury, or unpaid power accounts.

Destroyed 6 years after finalization of claims with the exception of personnel-related claims which are destroyed 15 years after finalization under MH 0023.

7771 Property Section - Property Acquisition Files

Corporate property acquisition and evidence of title. Includes certificates of titles, surveys on severance, right of way agreements, caveats forbidding registration, notices of expropriation, drawings, correspondence regarding surveys.

Destroyed 7 years after disposition of property under MH 0004.

7772 Property Section - Property Bank Protection Files

Agreements with owners of river bank property allowing the Corporation access for maintenance and tree cutting at Hydro's discretion.

Destroyed 6 years after termination of agreement under MH 0005.

7773 Property Section - Property Committee Files, 1962-1971

Proceedings concerning corporate opinions concerning acquisition strategies, policy and procedure.

Transfer to Archives immediately under MH 0006.

7774 Property Section - Property Drawings

Drawings for all Manitoba Hydro property.

Destroyed 6 years after disposal of property under MH 0007.

7775 Property Section - Property Easement Files

Property easement rights for distribution and transmission. Includes easements and correspondence concerning power line crossings under *The Navigable Water Protection Act* for overhead or submarine cables; and power line crossing of pipelines or vice versa as required by the National Energy Board.

Destroyed variably under MH 0008.

7776 Property Section - Property Land Titles Ledgers

Monies deposited with the Land Titles Office.

Destroyed after 7 years under MH 0009.

7777 Property Section - Lease Agreements

Agreements with the City of Winnipeg and the province to build, erect, operate and maintain, transmission lines on city or provincial land. Includes agreements to place and maintain poles and anchors, permits to maintain tower sites.

Destroyed after 2 years under MH 0010.

MANITOBA HYDRO

7778 Property Section - Legal Survey Projects
Field survey notebooks including field sketches, location, name of surveyor, date.
Destroyed 7 years after disposal or release of property under MH 0011.

7779 Property Section - Proposals Files
Plans, legal descriptions for proposed suburban/rural subdivisions and closures. Subdivisions and closures are received for comment and review back to the City of Winnipeg or the provincial government.
Destroyed 2 years after implementation of proposal under MH 0012.

7780 Property Section - Railway Leases, Permits and Grants
Leases, permits and grants with the Canadian National Railway and Canadian Pacific Railway. Includes wire and power line crossing agreements and agreements to place and maintain anchors and guy wire on railway property.
Destroyed 2 years after termination of agreement under MH 0013.

7781 Property Section - Property Secondary Use Files
Permits for the secondary use of corporate water storage lands including agricultural permits, commercial leases, personal use for driveways, parks and gardens.
Destroyed 6 years after disposal of water storage land under MH 0014.

7782 Property Section - Property Appraisal Files
Appraisals of real estate including legal description, location, size of land, services and zoning. Appraisals are done of employee/public property in anticipation of claims.
Destroyed after 6 years under MH 0036.

7783 Property Section - Property Taxes Files
Property tax notices, annual grant in lieu of taxes to towns, villages and municipalities made by the Corporation.
Destroyed 6 years after termination of annual grant under MH 0015.

7784 Property Section - Tree Trimming and Clearing, 1930-1965
Corporate authority to trim and clear trees on land owned by others. Includes right of easement, drawings, correspondence and claims.
Destroyed 6 years after removal of power distribution systems under MH 0016.

7785 Proposed Crown Land Permits and Sales
Requests from Manitoba Natural Resources, Water Resources for Hydro's comments on the lease or purchase of Crown land by the public. Includes applications to lease or purchase, notices of public hearings, property plans illustrating property plans.
Transferred to Archives (microfilm); destroyed 3 years after termination of power reserves reservoirs under MH 0037.

7786 Risk Management - Certificate of Insurance
Contractors' certificates of insurance indicating duration of contracted work.
Destroyed 1 year after completion of work under MH 0017.

MANITOBA HYDRO

7787 Risk Management - Contract Performance Bonds
Performance bonds supplied by contractors employed by Hydro.
Destroyed 6 years after termination of contract under MH 0018.

7788 Risk Management - Inspections
Verification of inspection of all Hydro boiler and pressure vessels by Manitoba Labour. Includes type, description, ratings, date of inspection and location.
Destroyed 6 years after disposal of plant under MH 0019.

7789 Risk Management - Insurance
Insurance on corporate property including: inspections and appraisals of property; loss or damage reports concerning theft and vandalism incidents; and insurance policies.
Retained by the Corporation with the exception of inspections which are destroyed after 1 year under MH 0020.

7790 Risk Management - Claims Files
Claims made against, or on behalf of, Manitoba Hydro. Includes correspondence with insurance agencies for statement of claims, and final release.
Destroyed 6 years after closure under MH 0021.

7791 Property Section - Office Files
Destroyed after 4 years under MH 0033.

7792 SENIOR VICE PRESIDENT

Senior Vice President is responsible for corporate planning, communication programs, consultation regarding generation development and external utility consulting (export services) and training.

Records

7793 Senior Vice President - Office Files
Destroyed after 7 years, subject to archival selection, under MH 0038.

7794 Development Files
Negotiations regarding the potential provision of utility consultation services by Manitoba Hydro outside the province. Includes correspondence with foreign banks and utilities, tender documents from prospective foreign clients, copies of agreements between Hydro and foreign utilities and support documentation respecting the monitoring and management of the agreements.
Destroyed 6 years after expiration of agreement, subject to archival selection, with the exception of records concerning services which do not proceed to agreement which are destroyed after 4 years under MH 0039.

MANITOBA HYDRO

7795 Executive Engineer - Office Files
Technical developments and direction in hydro power generation development activities (existing and proposed), policy recommendations concerning project claims negotiations, contractual obligations, technical engineering solutions and plant rehabilitation.
Destroyed after 3 years, **subject to archival selection**, under MH 0040.

7796 Water Reservoir Files
Corporate participation in water reservoir studies in conjunction with the Manitoba Water Commission including: engineering opinions regarding water levels and proposed remedial measures for selected provincial water resources, studies respecting water reservoir regulation, records of Commission hearings held at affected communities, recommendations to Minister responsible for the Commission concerning the use, allocation and conservation of water.
Destroyed after 6 years under MH 0041.

7797 Canadian National Committee of the International Commission on Large Dams Files
Proceedings of national executive meetings, Hydro participation on the Committee, corporate and Committee reports concerning large dam activities, or existing or proposed construction or rehabilitation.
Destroyed after 6 years under MH 0042.

7798 Canadian National Committee of the International Electrotechnical Commission Files
Hydro participation on the National Committee which, under through the Canadian Standards Association, works towards the unification of standards.
Destroyed after 6 years under MH 0043.

7799 Progress Footage
Positive colour prints of footage shot at various Hydro projects across the province.
Transferred to Archives when no longer required for Head Office promotional screening under MH 0001A.

7800 Education Film
Positive colour prints of films about Manitoba Hydro construction projects and electrical safety programs.
Transferred to Archives when no longer required for public promotional screening under MH 0002A.

## 7801 FINANCE

Finance is responsible for the Corporate Controller, Financial Planning and Economic Analysis, and the Treasurer.

7802 FINANCE
Controller

The Controller is responsible for the accounting function including the Corporation's accounting policies and practices, the accounting for the receipt and disbursement of funds, the financial reporting, budgeting and control functions.

Records

7803 Predecessor Corporate Records, 1916-1961
Financial records of the corporate predecessors of Manitoba Hydro (Manitoba Power Commission, Manitobe Hydro-Electric Board, Winnipeg Electric Company, Winnipeg, Selkirk and Lake Winnipeg Railway, and Suburban Rapid Transit Company).
Transfer to Archives under MH 0035.

7804 FINANCE
Financial Planning and Economic Analysis

Financial Planning and Economic Analysis is responsible for the development, design, production of rate schedules, tariffs, and service extension policies; the financial and economic analysis of corporate decisions and forecasts; and evaluation of macroeconomic impacts.

7805 FINANCE
Treasurer

The Treasurer is responsible for providing financing and cash management services.

7806 PERSONNEL AND SERVICES

Personnel and Services is responsible for safety and occupational health, human resources, purchasing, stores, the maintenance of Corporate fleet and facilities and the provision of general office services, and external relations.

7807 PERSONNEL AND SERVICES
Safety and Occupational Health

Safety and Occupational Health is responsible for promoting safe work methods and for providing a safe work environment for all employees; for directing the handling, transport, storage, use and disposal of dangerous and hazardous goods; and for activities associated with fire prevention and protection.

7808 PERSONNEL AND SERVICES
Personnel

Personnel is responsible for human resource matters and for implementing the corporate policy for employment equity within the Corporation.

7809 CUSTOMER SERVICE

Customer Service is responsible for the distribution operations of the Regions, so as to ensure that the electric power needs of customers are met adequately and reliably in the most economic manner, which includes the promotion of the safe and efficient use of electricity.

7810 CUSTOMER SERVICE
Regions

Regions are responsible for customer services throughout Manitoba with residential and commercial business representation, as well as electrical inspections and energy management services; distribution facilities maintenance and construction with distribution engineering, planning, designing and protection of distribution system.

7811 EXECUTIVE VICE PRESIDENT

Executive Vice President is responsible for activities relating to the supply of energy to the distribution point, including facilities planning, environmental services, design, construction, production and system operations.

7812 FACILITIES PLANNING
Facilities Planning

Facilities Planning is responsible for formulating the generation and transmission plans within the Corporation and developing strategy for the sale and purchase of power to and from other electrical utilities.

7813 FACILITIES PLANNING
Generation Planning

Generation Planning is responsible for planning of future generation facilities.

7814 FACILITIES PLANNING
Transmission Planning

Transmission Planning is responsible for planning of new transmission facilities.

MANITOBA HYDRO

7815 ENVIRONMENTAL AFFAIRS

Environmental Affairs is responsible for environmental issues and program projects respecting mitigation and property management practices.

7816 ENGINEERING AND CONSTRUCTION

Engineering and Construction provides, as required, facility planning, project management, design, construction and commissioning of all new, modified, and rehabilitated facilities for the generation and transmission systems.

7817 ENGINEERING AND CONSTRUCTION
Construction

Construction is responsible for construction of major generation projects and all on site activity except investigation as well as major transmission and station construction, and rehabilitation and mitigation works.

7818 ENGINEERING AND CONSTRUCTION
Generation Engineering

Generation Engineering is responsible for mechanical, electrical, civil and geotechnical design on designated projects associated with existing or proposed generating stations, control structures, reservoirs, waterways and mitigation works. Performs the Corporate Exploration, Surveys and Mapping Functions.

7819 ENGINEERING AND CONSTRUCTION
Transmission and Stations Engineering

Transmission and Stations Engineering is responsible for design of designated projects associated with existing or proposed transmission lines, switching and converter stations, telecommunications networks and station control systems.

7820 EXECUTIVE VICE-PRESIDENT
Production

Production is responsible for operation and maintenance of the power production system through management of its power generating stations, converter stations, telecontrol and protection facilities and corporate insulation testing; administration of agreements pertaining to operation and maintenance of these facilities.

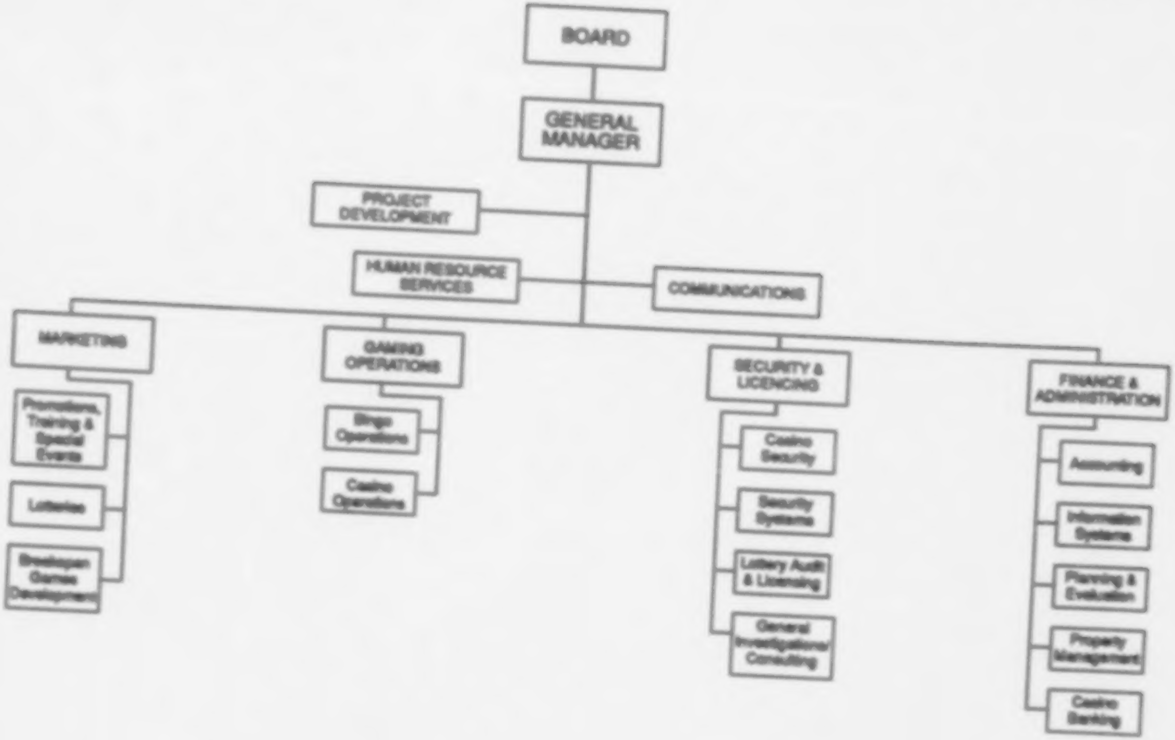
Send Applications to Access Guide 7751

MANITOBA HYDRO

7021 EXECUTIVE VICE-PRESIDENT
System Operating

System Operating is responsible for providing direction, coordination and monitoring of the electric energy production, and operation of the generation and transmission facilities through operation of the system control centres, reservoir management, system performance, and to negotiate and execute short term export sales and purchases in order to achieve secure, efficient and economical use of the electrical system.

# MANITOBA LOTTERIES FOUNDATION


BOARD
GENERAL MANAGER
PROJECT DEVELOPMENT
HUMAN RESOURCE SERVICES
COMMUNICATIONS
MARKETING
Promotions, Training & Special Events
Lotteries
Breakopen Games Development
GAMING OPERATIONS
Bingo Operations
Casino Operations
SECURITY & LICENCING
Casino Security
Security Systems
Lottery Audit & Licensing
General Investigations/ Consulting
FINANCE & ADMINISTRATION
Accounting
Information Systems
Planning & Evaluation
Property Management
Casino Banking

## MANITOBA LOTTERIES FOUNDATION

7950 The Manitoba Lotteries Foundation (MLF) was established as a Crown agency by *The Manitoba Lotteries Foundation Act* in 1982. The Foundation is empowered to conduct and manage lottery schemes and gaming in the province, with the exception of horse race gambling and raffles offering prizes under $3,000 licensed by municipal authorities. Authority includes the operation, regulation and licensing of gaming activities on behalf of the government.

7951 Applications for access to the records of the Manitoba Lotteries Foundation may be sent to the Access Officer:

Freedom of Information
Access Officer
Manitoba Lotteries Foundation
830 Empress Street
Winnipeg
R3G 3H3
Ph: 957-2524

Arrangements for examining records and for obtaining photocopies may be made through the Access Officer.

All government offices are listed by community at the end of the *Access Guide* green pages.

7952 The Access Officer for the Manitoba Lotteries Foundation is:

Planning Program Coordinator
Manitoba Lotteries Foundation
830 Empress Street
Winnipeg
R3G 3H3

7953 BOARD

Under *The Manitoba Lotteries Foundation Act*, the affairs of the Foundation are administered by a Board of not fewer than 9 members, appointed by the Lieutenant Governor in Council.

*Records*

7954 Minutes
Transferred to Archives after 25 years under MLF 0031.

### GENERAL MANAGER

*Records*

7955 General Manager - Office Files
Transferred to Archives after 5 years under MLF 0038.

MANITOBA LOTTERIES FOUNDATION

7956 Internal Audit Files
Internal audit activities including flow charts, systems descriptions, audit working papers and audit reports.
Destroyed after 5 years under MLF 0047.

7957 PROJECT DEVELOPMENT

Project Development is responsible for the development and implementation of the Foundation's major capital projects.

7958 COMMUNICATIONS

Communications is responsible for communicating and distributing information about the activities, products and services of the MLF.

Records

7959 Ministerial Speeches and Presentations
Speeches and presentations made by the Minister responsible for the MLF, and newspaper clippings.
Destroyed after 4 years under MLF 0041.

7960 Advertising and Public Relations Files
Advertising for casinos and bingo halls, including requisitions, suppliers' price quotes, proofs, copies of advertisements.
Destroyed after 6 years, subject to archival selection, under MLF 0039.

7961 Umbrella Group Files
Beneficiaries of MLF revenues including lists of member organizations, funding agreements, and organizations' criteria and guidelines for disbursing funds.
Destroyed after 6 years, criteria and guidelines, under MLF 0040.

7962 HUMAN RESOURCE SERVICES

Human Resource Services is responsible for coordinating MLF personnel systems and procedures. This includes staff recruitment, payroll, performance appraisal, maintenance of personnel records, and career development assistance for employees.

Records

7963 Personnel and Payroll - Office Files
Destroyed after 6 years under MLF 0030.

7964 Payroll System
Destroyed after 7 years under MLF 0029.

7965 Employee Files
Destroyed 50 years after closure under MLF 0028.

MANITOBA LOTTERIES FOUNDATION

7966 Bingo Hall and Casino Contract Employees Files
Hours worked by and payment to individuals hired as callers, checkers, cashiers, dealers, pit bosses, and supervisors in the Foundation.
Destroyed after 50 years under MLF 0048.

7967 FINANCE AND ADMINISTRATION

Finance and Administration includes Accounting, Planning and Evaluation, Property Management, Information Systems, and Casino Banking.

Records

7968 Administration - Office Files
Destroyed after 2 years under MLF 0043.

7969 Operational Plans and Budgets
Objectives of the MLF and budget.
Destroyed after 7 years under MLF 0037.

7970 FINANCE AND ADMINISTRATION
Accounting

Accounting provides centralized accounting and purchasing services for the MLF, as well as general administrative services. It also processes orders for bingo paper and breakopen tickets.

Records

7971 Bingo Event Files
Results of MLF bingo events.
Destroyed after 7 years under MLF 0033.

7972 Books of Account and Financial Statements
Cash receipts journals, cash disbursements journals, general journals, general ledgers.
Destroyed after 7 years under MLF 0036.

7973 Accounts Payable
Destroyed after 7 years under MLF 0032.

7974 Accounts Receivables Files
Destroyed after 7 years under MLF 0049.

7975 Bank Deposits, Bank Statements, Bank Reconciliations, Cancelled Cheques
Destroyed after 7 years under MLF 0035.

MANITOBA LOTTERIES FOUNDATION

7976 **FINANCE AND ADMINISTRATION**
Planning and Evaluation

Planning and Evaluation is responsible for coordination of formal planning for all MLF divisions and sections, and for evaluation of program effectiveness.

7977 **FINANCE AND ADMINISTRATION**
Property Management

Property Management is responsible for the maintenance of MLF buildings and related equipment such as office furnishings and service vehicles, and for coordination of the warehousing of breakopen tickets and bingo paper.

Records

7978 Property Files
Lands and buildings owned or leased by the MLF, renovations planned and made, furnishings and equipment, services and maintenance.
Destroyed 6 years after termination of lease or contract, disposal of property or completion of work, under MLF 0027.

7979 **FINANCE AND ADMINISTRATION**
Information Systems

Information Systems is responsible for the development, implementation and maintenance of MLF computer systems.

7980 **FINANCE AND ADMINISTRATION**
Casino Banking

Casino Banking is responsible for the banking functions at the casino, which include the accounting of all coins, currency, chips and cards.

Records

7981 Casino Event Files
Financial results of MLF casinos.
Destroyed after 7 years under MLF 0034.

7982 **MARKETING**

Marketing directs the Lotteries, Promotions and Training amd Special Events, and Breakopen Games sections.

MANITOBA LOTTERIES FOUNDATION

Records

7983 Marketing - Office Files
Destroyed after 2 years under MLF 0044.

7984 MARKETING
Lotteries

Lotteries is responsible for the distribution of lottery tickets in the province and the distribution and installation of lottery ticket signs, fixtures and mall displays.

Records

7985 Retailer Master Files
Businesses, clubs, organizations and individuals authorized to purchase lottery tickets and products from the MLF for retail sales. Includes photographs of businesses where tickets are sold, and drawings indicating the location of lottery fixtures and equipment. Also includes applications from retailers, and agreements between retailers and MLF relating to the sale of lottery tickets.
Destroyed 5 years after retailer is considered inactive, under MLF 0001.

7986 Lottery Sales Reports
Weekly and monthly statistics of the quantity, type and value of lottery tickets sold by retailers in Manitoba.
Destroyed after 5 years under MLF 0002.

7987 Westman Marketing - Office Files
Destroyed after 2 years under MLF 0046.

7988 MARKETING
Promotions and Training and Special Events

Promotions and Training and Special Events section is responsible for providing training to lottery retailers on lottery terminal operations, and selling and marketing techniques, and coordinating promotional activities. Networking and Special Projects is responsible for providing support services to retailers in Manitoba's lottery terminal network, for Foundation kiosk operations, and coordinating retailer seminars and conferences.

7989 MARKETING
Breakopen Games Development

Breakopen Games Development section is responsible for the development and implementation of marketing strategies for breakopen lottery games in Manitoba.

## MANITOBA LOTTERIES FOUNDATION

7990 GAMING OPERATIONS

Gaming Operations includes Casino Operations and Bingo Operations.

Records

7991 Gaming Operations - Office Files
Destroyed after 1 year under MLF 0019.

7992 GAMING OPERATIONS
Casino Operations

Casino Operations is responsible for the operation of all games of chance in MLF casinos and the training of gaming staff.

Records

7993 Rural Casino Application Files
Requests from community organizations to operate casinos in rural Manitoba, the response of the MLF, profit and loss statements, and highlights of each event.
Destroyed after 6 years, **subject to archival selection**, under MLF 0013.

7994 Winnipeg Casinos Performance Files
Financial results of MLF casinos operated in Winnipeg, including daily summaries, profit and loss statements, highlights of each event, lists of contract employees and time worked.
Destroyed after 10 years, **subject to archival selection**, under MLF 0014.

7995 Casinos Contract Employee Files
Applications, employment histories, time worked, performance appraisals.
Destroyed 1 year after termination of eligibility under MLF 0015.

7996 GAMING OPERATIONS
Bingo Operations

Bingo Operations is responsible for the operation of bingo games and **breakopen** ticket lottery schemes in MLF bingo halls.

Records

7997 Bingo Hall Managers - Office Files
Destroyed after 3 years under MLF 0018.

7998 Bingo Hall Operations Files
Bingo events conducted by the MLF on behalf of clubs or organizations, including profit and loss statements, attendance statistics, schedule of events, unusual incidents.
Destroyed after 10 years, **subject to archival selection**, under MLF 0016.

Send Applications to Access Guide 7951

MANITOBA LOTTERIES FOUNDATION

7999 **Bingo Hall Contract Employee Files**
Applications for employment, performance appraisals, work-related incidents.
Destroyed after 10 years under MLF 0017.

## 8000 SECURITY AND LICENSING

Security and Licensing includes Casino Security, Security Systems, Lottery Audit and Licensing, and General Investigations/Consulting.

Records

8001 **Security and Licensing - Office Files**
Destroyed after 2 years under MLF 0045.

## 8002 SECURITY AND LICENSING
### General Investigations/Consulting

General Investigations/Consulting is responsible for the inspection of licensed lottery schemes and investigation of complaints. Licensed Event Consultants are responsible for counselling of bingo and breakopen ticket licensees, hoteliers, and prospective licensees.

Records

8003 **Licensing - Office Files**
Destroyed after 3 years under MLF 0021.

8004 **Lotteries Licensing Files**
Licensing of lottery schemes including applications, copies of licenses, corporate documents, audit and investigation fees, and financial reports.
Destroyed after 7 years, with the exception of those files under investigation, under MLF 0020.

8005 **Incident Report Files**
Incidents concerning personnel and property that have occurred on MLF-owned or operated properties (bingo halls, casinos, offices, and warehouses).
Destroyed after 3 years under MLF 0022.

8006 **Consulting - Bingo and Breakopen Marketing Files**
Statistical summaries of sales of bingo paper and breakopen products to licensed clubs, organizations and hotels.
Destroyed 5 years after licensee is considered inactive, under MLF 0042.

## 8007 SECURITY AND LICENSING
### Casino Security

Casino Securitycoordinates security measures for all MLF casinos.

MANITOBA LOTTERIES FOUNDATION

## Records

8008 Security Operations Log
Security guards' reports of unusual and noteworthy events in casinos such as evictions, and disturbances. Includes records of casino keys circulation, security videos in use, vault openings/closings, attendance of closed-circuit television monitoring staff.
Destroyed after 2 years under MLF 0005.

8009 Casino Investigators' Daily Logs
Unusual and noteworthy events such as arrests, evictions, fire alarms which occur in casinos.
Destroyed after 6 years under MLF 0004.

8010 Investigators' Reports on Casinos
Investigations of casinos including dates, times, locations of inspections, staff in attendance, security procedures regarding cash, chips, cards and equipment, unusual incidents such as evictions, and investigators' recommendations for further action.
Destroyed after 10 years under MLF 0009.

8011 Casino Security Video Tapes
Video surveillance of casino premises including bank and cash, playing-chip and count-room areas.
Erased after 2 weeks under MLF 0010.

8012 Casino Operational Reports
Personnel on duty during MLF casino events and inventories of cards and chips used.
Destroyed after 2 years under MLF 0012.

8013 Cash Discrepancy Reports
Cash overages and shortages at MLF casinos including dates and times of occurrences, amounts, individuals involved and explanations where known.
Destroyed after 6 years under MLF 0011.

8014 Casino Employee Profiles
Profiles of persons eligible to work at MLF casino events. Includes photographs, names and addresses, employee numbers, physical descriptions, dates of birth, dates of appointment, and games training.
Destroyed 1 year after closure under MLF 0006.

8015 Casino Patrons Contact Files
Persons barred from MLF casino events and persons suspected of cheating at casino games. Includes names, photographs, physical descriptions, and narrative accounts of incidents.
Destroyed after 10 years under MLF 0003.

8016 Casino Investigation Files
Investigations of suspected violations of the Criminal Code, provincial statutes, and municipal by-laws in MLF casinos, including narrative accounts of occurrences, summaries of actions taken, recommendations of investigators where applicable.
Destroyed after 6 years under MLF 0007.

MANITOBA LOTTERIES FOUNDATION

8017 Lost and Found Property Files
Articles lost or found at MLF casinos including dates, times, circumstances, names and addresses of claimants, and disposition of articles.
Destroyed after 3 years under MLF 0008.

8018 SECURITY AND LICENSING
Lottery Audit and Licensing

Lottery Audit and Licensing is responsible for auditing financial reports submitted by lottery licensees and for processing applications for lottery licenses and amendments to licenses.

8019 SECURITY AND LICENSING
Security Systems

Security Systems coordinates security measures for MLF offices, warehouse, casino, and bingo halls, and assesses the security of breakopen tickets and bingo paper.

Records

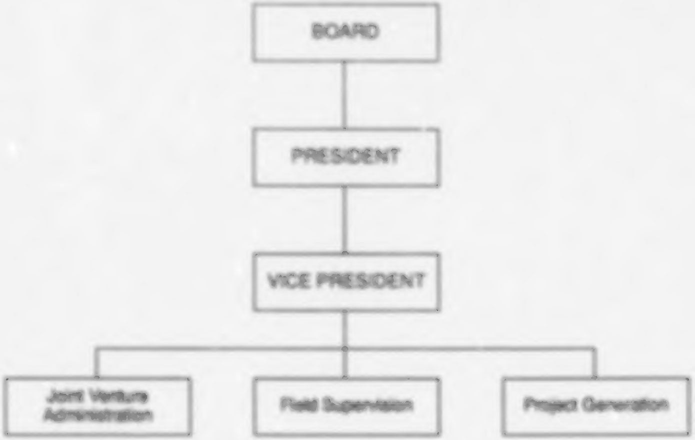
8020 Security Access Reports
Access to designated restricted areas in MLF buildings including dates and times of access and names of persons.
Destroyed after 3 years under MLF 0025.

8021 Security Guard Report Files
Reports of unusual incidents such as evictions or disturbances in MLF bingo halls, and attendance reports of security guards.
Destroyed after 3 years under MLF 0024.

8022 Security Video Tapes
Video surveillance of warehouse and entrances to MLF offices and bingo halls.
Erased under MLF 0023.

8023 Employee Security Files
Security status of all MLF employees including keys issued and security clearances.
Destroyed after termination of employment under MLF 0026.

MANITOBA MINERAL RESOURCES LTD.


BOARD
PRESIDENT
VICE PRESIDENT
Joint Venture Administration
Field Supervision
Project Generation

## MANITOBA MINERAL RESOURCES

8050 Manitoba Mineral Resources Ltd. is a Crown corporation incorporated under The Companies Act in 1971 pursuant to The Manitoba Natural Resources Development Act. The Company engages in mineral exploration on its own and through joint ventures with the private sector. It was established to promote mineral exploration in the province and to gain an equity interest in the mining industry through successful exploration projects.

8051 Applications for access to the records of Manitoba Mineral Resources Ltd. may be sent to the Access Coordinator:

Freedom of Information
Access Coordinator
Manitoba Mineral Resources Ltd.
603 - 491 Portage Ave.
Winnipeg
R3B 2E4
Ph: 775-8041

Arrangements for examining records and for obtaining photocopies may be made through the Access Coordinator.

All government offices are listed by community at the end of the Access Guide green pages.

8052 The Access Officer for Manitoba Mineral Resources is:

President
Manitoba Mineral Resources Ltd.
603 - 491 Portage Avenue
Winnipeg
R3B 2E4

### 8053 BOARD OF DIRECTORS

The business of the Corporation is administered by a board of directors consisting of five members who are appointed by the Minister of Energy and Mines.

Records

8054 Board of Directors - Minutes
Deliberations and decisions of the Board.
Transferred to Archives after 20 years under MMR 0006.

### 8055 PRESIDENT

The president oversees general administration, joint venture administration, field supervision, and project generation.

Records

8056 **Manitoba Mineral Resources - Office Files**
Transferred to Archives after 7 years under MMR 0003.

8057 Mining Operations
Mining operations in which the Corporation has an interest including legal agreements, records of negotiations, technical data, feasibility studies, production reports, financial reports and budgets, auditors statements and returns.
Transferred to Archives after 10 years under MMR 0008.

8058 Special Projects
Special corporate projects including investment investigations, project feasibility studies, and technical data concerning potential viability. May include subjects such as potash development.
Transferred to Archives after 20 years under MMR 0010.

8059 Financial Transactions - Computer Reports
Revenue and expenditure for the Corporation's main account and Trout Lake Mines.
Destroyed after 7 years with the exception of the year-end reports which are destroyed after 25 years under MMR 0002.

8060 Financial Records
Revenue, expenditure and financial projection of the Corporation.
Destroyed after 7 years, with the exception of time sheets which are destroyed after 10 years under MMR 0001.

8061 Personnel Benefit Files
Administration of employee insurance and pension benefits.
Destroyed once all obligations have been discharged under MMR 0004.

8062 **Employee Files**
Destroyed 60 years after closure under MMR 0005.

8063 Tantalum Mining Corporation Files
Government's involvement with Tantalum Mining Corporation in which it maintains an equity interest including minutes of Board of Directors, financial statements, budgets, contracts and shareholders resolutions, monthly operational reports, and feasibility studies.
Transferred to Archives after 10 years under MMR 0009.

8064 JOINT VENTURE ADMINISTRATION

Joint Venture Administration is responsible for the technical and financial monitoring of exploration joint ventures, and for monitoring the status of all mineral dispositions in which the Company has an interest.

MANITOBA MINERAL RESOURCES

Records

0065 Legal Files
Contractual obligations of the Corporation including claims, exploration permits, contracts with companies for field work, joint venture and option agreements, and participation agreements.
Destroyed 10 years after agreement has terminated and all claims have lapsed under MMR 0007.

0066 Technical Files
Activity and results of mineral exploration in particular areas. Includes work reports, assessment reports, reports from joint venture partners.
Transferred to Archives when function terminated under MMR 0012.

0067 Maps and Plans
Maps indicating results of exploration work including geological cross sections, longitudinal section illustrating zones of mineralization.
Transferred to Archives when function is terminated under MMR 0013.

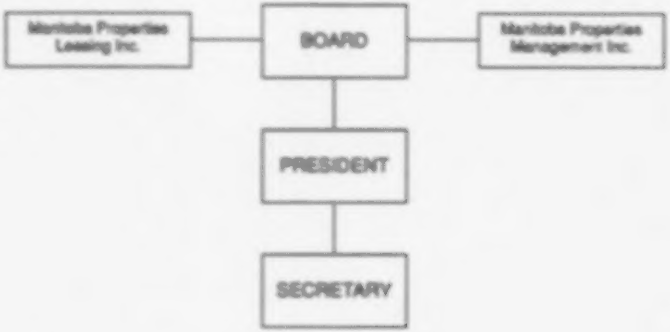
0068 FIELD SUPERVISION

Field Supervision is responsible for supervising all field and related office activities pertaining to approved exploration programs on projects operated by the Company. It ensures that such programs are completed in a cost-effective manner on schedule, and produces quality data with ensuing interpretations and recommendations.

0069 PROJECT GENERATION

Project Generation is responsible for generating new project ideas through extensive research of available technical data.

# MANITOBA PROPERTIES INC.


Manitoba Properties Leasing Inc.
BOARD
Manitoba Properties Management Inc.
PRESIDENT
SECRETARY

MANITOBA PROPERTIES INC.

8080 Manitoba Properties Inc. was created in 1984 as a holding company for government properties purchased by the Corporation and leased to the government. Corporate management is provided by staff of the Treasury Division in the Department of Finance.

Manitoba Properties Leasing Inc. and Manitoba Properties Management Inc. were created to acquire on a equally shared basis an existing Canadian taxable corporation (Manitoba Properties Inc.). Neither company has any operational responsibilities.

8081 Applications for access to the records of Manitoba Properties Inc. may be sent to the Access Coordinator:

Freedom of Information
Access Coordinator
Manitoba Properties Inc.
Room 9, 450 Broadway
Winnipeg
R3C 0V8
Ph: 945-3756

Arrangements for examining records and for obtaining photocopies may be made through the Access Coordinator.

All government offices are listed by community at the end of the Access Guide green pages.

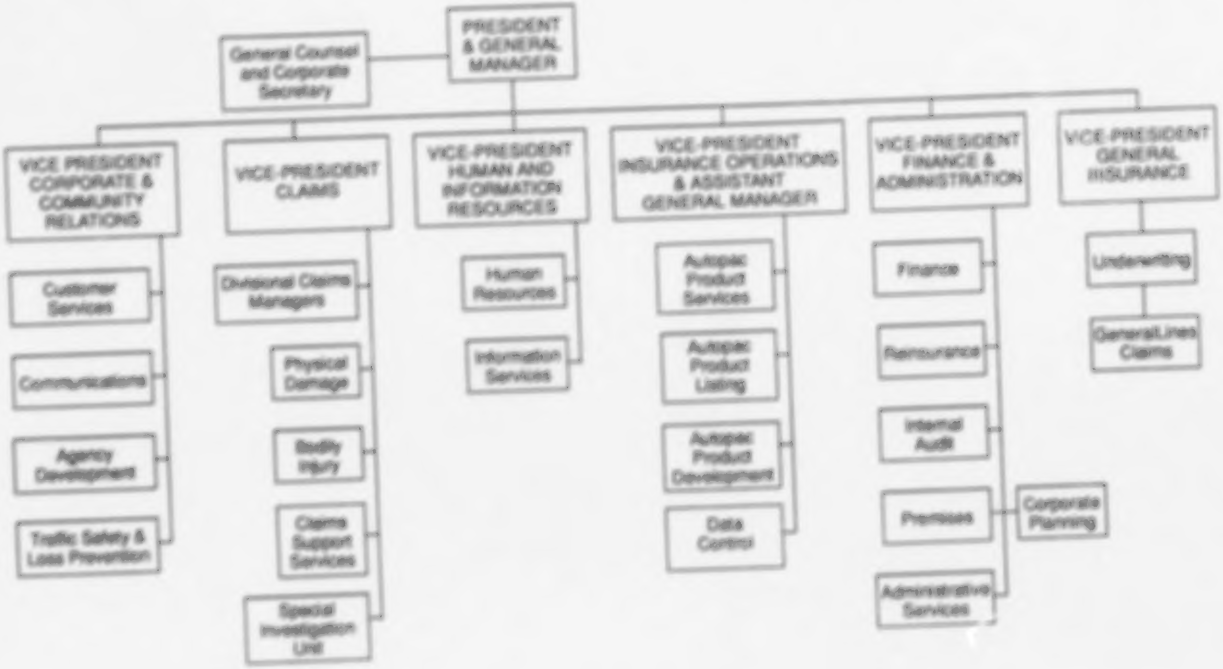
8082 The Access Officer for Manitoba Properties Inc. is:

Assistant Deputy Minister
Treasury Division, Manitoba Finance
Room 9, 450 Broadway
Winnipeg
R3C 0V8

8083 BOARD OF DIRECTORS

The Board of Directors, which is responsible for the development of policy for the Corporation, is composed of seven members who are appointed by the Minister of Finance.

# MANITOBA PUBLIC INSURANCE CORPORATION


PRESIDENT & GENERAL MANAGER
General Counsel and Corporate Secretary
VICE PRESIDENT CORPORATE & COMMUNITY RELATIONS
Customer Services
Communications
Agency Development
Traffic Safety & Loss Prevention
VICE-PRESIDENT CLAIMS
Divisional Claims Managers
Physical Damage
Bodily Injury
Claims Support Services
Special Investigation Unit
VICE-PRESIDENT HUMAN AND INFORMATION RESOURCES
Human Resources
Information Services
VICE-PRESIDENT INSURANCE OPERATIONS & ASSISTANT GENERAL MANAGER
Autopac Product Services
Autopac Product Listing
Autopac Product Development
Data Control
VICE-PRESIDENT FINANCE & ADMINISTRATION
Finance
Reinsurance
Internal Audit
Premises
Corporate Planning
Administrative Services
VICE-PRESIDENT GENERAL INSURANCE
Underwriting
GeneralLines Claims

MANITOBA PUBLIC INSURANCE CORPORATION

8120 The Manitoba Public Insurance Corporation was created by The Automobile Insurance Act (MPIC) in 1970. This Act introduced a comprehensive public plan of automobile insurance known as Autopac, which was implemented on 1 November 1971. The plan is compulsory for all Manitoba motor vehicle owners and operators, and benefits are available to all Manitobans suffering loss or damage from an automobile accident. The plan also provides conventional forms of bodily injury and property damage liability insurance on Manitoba motor vehicles travelling outside the province to meet the requirements of other jurisdictions. The collection of premiums is coordinated with driver licensing and vehicle registration. Automobile insurance is provided to the public through a network of independent Manitoba insurance agents.

The Automobile Insurance Act was revised in 1974 and retitled The Manitoba Public Insurance Corporation Act.

8121 Applications for access to the records of the Manitoba Public Insurance Corporation may be sent to the Access Coordinator:

Freedom of Information
Access Coordinator
Manitoba Public Insurance Corporation
9th floor, 330 Graham
Winnipeg
R3C 4A4
Ph: 985-7383

Arrangements for examining records and for obtaining photocopies may be made through the Access Coordinator.

All government offices are listed by community at the end of the Access Guide green pages.

8122 The Access Officer for the Manitoba Public Insurance Corporation is:

General Counsel
Manitoba Public Insurance Corporation
9th floor, 330 Graham
Winnipeg
R3C 4A4

BOARD OF DIRECTORS

Records

8123 Board of Directors - Minutes
Transferred to Archives after 20 years under MPI 0089.

## PRESIDENT AND GENERAL MANAGER

### Records

8124 Executive - **Office Files**
Transferred to Archives after 10 years under MPI 0086.

8125 Executive - Public Utility Board Hearing Files
Applications to the Board for rate increases and coverage changes, including background material, transcripts of hearings, interrogatories, responses and exhibits.
Destroyed after 20 years, **subject to archival selection**, under MPI 0114.

## 8126 GENERAL COUNSEL AND CORPORATE SECRETARY

Legal

The Legal Department provides legal services required for conducting the business of the Corporation. Work entails all aspects of tort law, insurance law, contracts, and related fields, including legal advice and opinions to other MPIC departments.

It also provides defences to parties insured by the Corporation who are named as defendants in civil actions arising out of motor vehicle accidents. These actions may involve personal injury claims, motor vehicle law, assessment of liability, and/or assessment of quantum of damages. It also handles the outstanding defences arising out of claims against parties insured under the Corporation's General Lines insurance.

The Subrogation Unit prosecutes civil actions on behalf of the Corporation and its insured for recovery of its subrogated claims resulting from the operation of a motor vehicle by an insured who is at fault and/or in breach of his insurance coverage. Its subrogation rights are derived from The Manitoba Public Insurance Corporation Act and its Regulations. The Unit also attends upon applications for absolute discharge by bankrupts who are indebted to the Corporation.

### Records

8127 Legal - **Office Files**
Destroyed after 5 years with the exception of **Employee Files** which are transferred to Human Resources after closure and unnecessary records destroyed under MPI 0067.

8128 Legal Files
All legal actions involving MPIC, or in which MPIC represents the defendant.
Destroyed 7 years after closure, **subject to archival selection**, under MPI 0001.

MANITOBA PUBLIC INSURANCE CORPORATION

8129 **Subrogation Files**
Legal action where MPIC is the plaintiff or represents the plaintiff in a subrogation action. Includes copies of contents of claims files, promissory note by insured person to reimburse the Corporation to the extent of the paid loss, final releases signed by the creditor following completion of claim settlement, transcripts of examinations for discovery hearings, bankruptcy documents of person from whom recovery is being sought. Also includes correspondence between MPIC solicitors, defendant, defendant's counsel, independent adjusters, court officials, police departments, MPIC departments, and government departments.
Destroyed 7 years after closure under MPI 0063.

8130 **Subrogation Recovery Files**
The recovery of monies owed to MPIC following an automobile accident in which one of the parties has violated a condition of the insurance. Includes promissory note by insured person to reimburse MPIC, consent and undertaking by insured person to reimburse any third party deductible or uninsured loss payment incurred by the corporation, subrogation recoverable report, and correspondence with debtor.
Destroyed 6 years after full recovery under MPI 0044.

8131 **MPIC Rates Appeal Board Files**
Applications for appeal, drivers' records, tape recordings of appeal proceedings, transcripts of some appeal proceedings, Board decisions. Also includes correspondence between Autopac Services, the Board, and the appellant concerning the appeal. The Rates Appeal Board considers appeals against the assessment by MPIC of additional premiums or surcharges resulting from traffic violations or accidents, or the assessment of surcharges on the loss experience of fleets.
Destroyed after 7 years under MPI 0068.

8132 **Legal Advisory Files**
Legal opinions supplied to MPIC departments including opinion, supporting documentation such as precedents, case law, and legislation.
Destroyed after 15 years under MPI 0065.

8133 **MPIC Legislation Files**
Drafting and preparation of amendments to MPIC legislation, regulations, and Orders-in-Council.
Destroyed after 7 years under MPI 0066.

8134 **Miscellaneous Legal Files**
Legal actions involving MPIC in matters other than Autopac or General Lines Claims and legal opinions relating to property leases, contracts with towing contractors and Autopac Agents. May include property leases, towing contracts, agents' contracts, court documents (transcripts, exhibits, judgements). May also include correspondence concerning legal action or opinions.
Destroyed after 7 years under MPI 0064.

## 8135 CORPORATE AND COMMUNITY RELATIONS

Corporate and Community Relations is the coordinating body for Communications (Public Information and Creative Services), the Agency Development Department, and the Traffic Safety and Loss Prevention Department.

## 8136 CORPORATE AND COMMUNITY RELATIONS
Communications

Communications (Public Information) answers enquiries from the public regarding motor vehicle registration, insurance coverage and claims services provided by the Corporation. It is responsible for external and internal corporate communications and educates and informs the public about insurance-related matters and motor vehicle safety. It also communicates the corporate mandate to the community and to corporate employees and agents.

Communications (Creative Services) also designs and produces advertising, promotional and information materials for the Corporation. This includes paid media advertising, informational brochures and pamphlets.

Records

8137 Manager - **Office Files**
Destroyed after 2 years under MPI 0009.

8138 Public Inquiry Files
Public inquiries and responses relating to all aspects of the operations of MPIC.
Destroyed after 2 years under MPI 0008.

8139 Creative Services - **Office Files**
Destroyed after 2 years under MPI 0119.

8140 Creative Services - Advertising Project Files
Artwork, working papers, photographs, correspondence with printers and requests for use of copyrights.
Destroyed after 5 years, **subject to archival selection,** under MPI 0118.

## 8141 CORPORATE AND COMMUNITY RELATIONS
Agency Development

Agency Development is responsible for the maintenance and training of the Autopac and General Lines agency forces, and for developing suitable contractual arrangements with, and compensation schemes for, the agency forces.

MANITOBA PUBLIC INSURANCE CORPORATION

Records

8142 **Managers - Office Files**
Destroyed after 2 years under MPI 0032.

8143 Autopac Agency Committee - Minutes
Transferred to Archives after 20 years under MPI 0090.

8144 Agency Contract Files
Evidence of the legal relationship between MPIC and each of its independent agents or brokers who sell general insurance products on behalf of MPIC. Includes contract detailing rates of commission for different classes of insurance sold, terms of payment of premiums to MPIC, terms for cancellation by either party, correspondence between parties relating to contract, details of loss experience by class of insurance within year.
Destroyed 6 years after cancellation of contract under MPI 0031.

8145 Marketing Motivator/Bulletin Production Files
Development, approval, and publication, of marketing publications advising MPIC's independent agents/brokers of new products, new coverages, and procedure changes.
Destroyed after 5 years under MPI 0028.

8146 CORPORATE AND COMMUNITY RELATIONS
Traffic Safety and Loss Prevention

The Safety Department promotes public awareness of traffic safety through a variety of programs. It sponsors special events such as the Provincial Nighttime Roadshow Survey on impaired driving, and assists other agencies such as the Manitoba Safety Council, Manitoba Trucking Association, and service clubs operating infant restraint rental programs.

High School Driver Education provides young first-time drivers with essential knowledge and driving skills, and is responsible for supervising the commercial driver training school industry by examining instructors, inspecting vehicles and customer records, and issuing permits.

Vehicle Inspections conducts safety inspections of passenger cars, light trucks and other vehicles to ensure compliance with The Highway Traffic Act and Canadian Motor Vehicle Safety Standards.

The Bicycle and Snowmobile Safety Department administers The Snowmobile Act and sections of The Highway Traffic Act pertaining to bicycles and mopeds. It reviews and assesses traffic accident reports and offense notices falling within the scope of the legislation, and administers two safety education programs aimed at bicycle and snowmobile operators. It is also responsible for coordinating the development of The Off-Road Vehicles Act, its regulations and its registration system.

Records

8147 Traffic Safety and Loss Prevention - Office Files
Destroyed after 2 years under MPI 0117.

8148 Program and Legislation Files
Administration of The Snowmobile Act, the Safety Program, and the Bicycle Safety Program and records concerning the off-road vehicles legislation.
Destroyed after 3 years with the exception of off-road vehicles legislation files under MPI 0023.

8149 Vehicle Inspection Program Files
Correspondence with public concerning vehicle inspection appointments, vehicle inspection notices and reports, suspension notices and correspondence, and statistics relating to vehicle inspections.
Destroyed after 2 years under MPI 0024.

8150 Driver Education Program Operational Files
Training materials, lists of instructors, driving test results, agreements with automobile dealerships for vehicle use for program, lists of students, program graduates completion certificates, and reports of accidents during program.
Destroyed after 2 years under MPI 0025.

8151 MPIC Safety Program Operational Files
Planning and Support of the MPIC Safety Program.
Destroyed after 5 years under MPI 0026.

8152 CLAIMS

Claims Department is the administrative arm of all claims service operations - the Corporation's principle line of business and public service. The Department includes: Divisional Claims Managers, Physical Damage, Bodily Injury, Claims Support Services and Special Investigations Unit.

8153 CLAIMS
Divisional Claims Managers

Divisional Claims Managers are responsible for the administration of claims branch field operations throughout the province.

Records

8154 Autopac Claim File Accommodation Records
Claims registration and investigation by claims office on behalf of office adjusting the claim.
Destroyed after 2 years under MPI 0022.

8155 **Claims Department - Office Files**
Destroyed after 2 years under MPI 0101.

8156 **Autopac Claims - Computer System**
All transactions related to autopac claims and statistical reports. Continuously updated (master electronic file); destroyed variably (input and output) under MPI 0020.

8157 **Autopac Claim Files**
Automobile insurance claims registration and processing.
Destroyed after 4 years with the exception of: bodily injury claims which are destroyed after 7 years; out-of-province claims which are destroyed after 5 years; and subrogation files which are destroyed after 10 years under MPI 0021A.

8158 City of Winnipeg Transit Claims Experience Reports
Automobile insurance claims of the City of Winnipeg Transit System. Destroyed after 1 year once all incidents in a validation year are closed under MPI 0073.

8159 CLAIMS
Physical Damage

Physical Damage includes the administration and direction of procedures for vehicular estimating, estimator training and cost controls. Vehicular estimating assesses the dollar value of damages to a motor vehicle resulting from an accident, and where the damages may exceed the actual cash value of the vehicle, determines the actual cash value.

Records

8160 Operational Files
All transactions relating to sale of salvage vehicles by auction. Includes vehicle description, monitoring of towing pickup and receipt by salvage compound, sales, receipt of monies, and any credit arrangements for vehicles sold by tender or auction.
Destroyed after 7 years under MPI 0051.

8161 CLAIMS
Bodily Injury

Bodily Injury includes the administration and direction of Bodily Injury Claims Procedures.

8162 CLAIMS
Claims Support Services

Claims Support Services includes the development and administration of claims handling procedures, the interaction with systems and automation development, and claims special project development.

MANITOBA PUBLIC INSURANCE CORPORATION

8163 **CLAIMS**
Special Investigations Unit

Special Investigations Unit investigates insurance claims where fraud is suspected.

Records

8164 Special Investigation Report Files
Investigation of an insurance claim where fraud is suspected including copy of claim file, investigator's notes, photographs of damaged vehicles, original statements of claimants and witnesses.
Destroyed after 7 years under MPI 0069A.

8165 Special Investigation Unit Referral Forms
Details received from claims centres concerning automobile losses involving fire, total loss thefts, and multiple claims.
Destroyed after 2 years under MPI 0070.

8166 Special Investigation Unit Report
Requests for information from the unit to the City of Winnipeg Police Department.
Destroyed after 1 year under MPI 0071.

8167 **HUMAN AND INFORMATION RESOURCES**

Human and Information Resources includes Human Resources and Information Services.

Records

8168 Staff Establishment Reports - Computer System
Employee names, titles, position numbers, and departments.
Continuously updated (master electronic file); destroyed variably (input and output) under MPI 0014.

8169 **HUMAN AND INFORMATION RESOURCES**
Human Resources

Human Resources is responsible for improving corporate effectiveness by developing innovative human resource policies, procedures and programs in such areas as communications, performance appraisal, employee recognition, employment equity, and career development. It also provides central coordination of all staff training activities including claims, technical training and information processing training.

The Personnel Department provides human resource management for the Corporation. It consists of four functional areas with specific responsibilities. General Personnel Administration is responsible for developing personnel policies and procedures, forecasting staff requirements and conducting special studies on subjects such as Pay

8169 contd Equity and impaired driving policy. Staffing is responsible for recruitment, orientation, employee counselling and administration of the performance appraisal system.

Classification/Compensation is responsible for new position classification and the maintenance of a Corporate classification system. Industrial Relations is responsible for collective bargaining, grievance and arbitration research, staff benefit administration, and health and safety.

Internal Indexes: Personnel Policies and Procedures Manual, Employee Handbook.

Records

8170 Human Resources - Office Files
Destroyed after 50 years under MPI 0016.

8171 Organizational Development and Staff Training - Office Files
Development of policy and training, as well as procedures and operating expenditures of the Department.
Destroyed after 2 and 5 years under MPI 0010 and MPI 0011.

8172 Employee Files
Applications for employment, correspondence with departments/managers, performance appraisals, group insurance information, record of attendance as well as sick leave and vacation.
Destroyed 60 years after termination of employee under MPI 0015.
Employee files held by MPIC departments are transferred to Human Resources after closure and unnecessary records destroyed under MPI 0100.

8173 Applications for Employment
Destroyed after 3 months under MPI 0012.

8174 Staff Requisition Forms
Destroyed after 1 year (departmental copy); destroyed after 3 years (Human Resources copy) under MPI 0013.

8175 Labour Relations Files
Negotiations between MPIC and the Manitoba Government Employees Association. Also includes grievances filed against the Corporation.
Destroyed after 30 years under MPI 0017.

8176 Position Description Files
Destroyed after deletion of position under MPI 0018.

8177 Reclassification/Reorganization Files
Destroyed 5 years after conclusion of file under MPI 0019.

8178 Records Management - Administration Files
Records receipt, storage, request, and disposal.
Destroyed after 2 years under MPI 0102.

MANITOBA PUBLIC INSURANCE CORPORATION

8179 HUMAN AND INFORMATION RESOURCES
Information Services

Information Services develops and maintains the Corporation's information processing systems. This includes responsibility for the integrity and security of electronic data, and the provision of effective means of access and processing.

Internal Indexes: Systems Standard Procedures Manual.

Records

8180 Driving Experience Requests
Information requested/supplied concerning driving records. Includes request, supporting documentation, details of driver experience.
Destroyed after 1 year under MPI 0091.

8181 Data Control - Office Files
Destroyed after 1 year under MPI 0099.

8182 Job Control Language - All Systems
Destroyed after 3 months with the exception of Motor Vehicle Registration and Insurance System Job Control Language which is destroyed after 1 year under MPI 0097.

8183 Accelerated Cash Transfer System Data Cards
Destroyed after 3 months under MPI 0098.

8184 INSURANCE OPERATIONS
Autopac Product Services

Autopac Product Services provides support to internal departments and external parties (public and agents) on matters related to the current Autopac program (rates, coverages, surcharges and additional premiums), and operates two counters for the public.

Records

8185 Automobile Insurance Reciprocal Agreements
Reciprocal agreements between MPIC, Canadian provinces, and the United States concerning automobile insurance. A reciprocal agreement enables another authority to recognize the validity of insurance coverage originating in the signatories territory, even though the insurance company may not be licensed in that territory.
Destroyed 5 years after termination of agreement under MPI 0087.

8186 INSURANCE OPERATIONS
Autopac Product Pricing

Autopac Product Pricing performs all functions related to the setting of rates for basic and extension Autopac products.

## MANITOBA PUBLIC INSURANCE CORPORATION

### Records

8187 Fleet Experience Files
Calculation of vehicle fleet premium surcharges and rebates. Includes: plate numbers of vehicles registered to a fleet; IDs of vehicles belonging to fleet; premiums paid and loss experience per vehicle and losses for which the vehicle was responsible.
Destroyed after 7 years under MPI 0094.

8188 INSURANCE OPERATIONS
Autopac Product Development

Autopac Product Development is responsible for the continuing development and enhancement of the Autopac program and its delivery system.

8189 INSURANCE OPERATIONS
Data Control

Data Control provides data entry, computer operations and microfilm services for the processing of all mainframe-based computer data, and services for the control and distribution of all production system inputs and outputs.

### Records

8190 Motor Vehicle Agent Batch Log Sheet
Batch number, agents number, number of transactions and amount of money for each batch.
Destroyed after 7 years under MPI 0116.

8191 FINANCE AND ADMINISTRATION

Finance and Administration includes Finance, Reinsurance, Internal Audit, Premises and Corporate Planning, and Administrative Services.

8192 FINANCE AND ADMINISTRATION
Finance

Finance directs the development, implementation, and production of the Corporation's financial systems and reporting structure. This includes maintenance of the General Ledger System and allocation formulas, reviewing cash flow, and preparing budgets and periodic financial statements and reports.

Accounting provides accounting servicesfor the Corporation through three sections. The General Accounting section administers the payroll and distributes automobile claims cheques, refund cheques for motor vehicle registration fees and insurance premiums, and agents' commission

8192 contd cheques. The Accounts Payable/Investment section issues cheques in payment of Corporate operating expenses and maintains control over the short and long-term investment portfolio. The Reinsurance Ceded section performs the accounting functions related to the Corporation's reinsurance ceded program.

Accounts maintains all accounts receivable systems, and is responsible for collection of delinquent accounts. It also determines accounts which are uncollectible, establishes an allowance for doubtful accounts, and establishes and updates cash and control procedure.

Financial Services controls the administration of the accounting and financial systems of the Corporation. This includes the preparation of financial statements and financial analyses used for planning and performance appraisals. The Budget section controls the budget system of the Corporation including the preparation of capital, revenue and operating budgets. Any deviation between actual performance and approved budgets are monitored and reported.

Internal Indexes: Motor Vehicles System Checking and Balancing Procedures Manual, Cashiers' Procedures Manual.

Records

8193 **Manager - Office Files**
Destroyed after 5 years under MPI 0095.

8194 **General Ledger - Computer System**
Corporate financial transactions and related financial statements and reports.
Continuously updated (master electronic file); destroyed variably (input and output) under MPI 0058.

8195 **Accounts Payable - Computer System**
Payments to suppliers and employees for corporate operating expenses.
Continuously updated (master electronic file); destroyed variably (input and output) under MPI 0106.

8196 **Motor Vehicles - Computer System**
Registration and insurance of motor vehicles and the collection and distribution of fees, premiums and commissions.
Continuously updated (master electronic file); destroyed variably (input and output) under MPI 0096.

8197 **Agent Batches**
Motor vehicle transactions completed by agents for entry into the Motor Vehicles - Computer System (Access Guide Number 8196).
Destroyed after 25 years under MPI 0108.

8198 **Cancelled Cheques**
Destroyed after 7 years under MPI 0111.

MANITOBA PUBLIC INSURANCE CORPORATION

8199 Error Control Forms
Applications for merit insurance which were denied by the Motor Vehicle - Computer System (MPI 0096)
Destroyed after 3 months under MPI 0112.

8200 Bank Reconciliation Records
Reconciliation of the bank statements to the general ledger.
Destroyed after 7 years under MPI 0115.

8201 Original Reports Files
Financial reports, reinsurance recovery reports, short and long term investment reports and claims analysis statistical reports for both the Autopac and the General Insurance divisions of MPIC.
Destroyed after 10 years under MPI 0072.

8202 Year-End Financial Statement and Working Papers
Preparation of MPIC's year-end financial statement.
Destroyed after 25 years under MPI 0075.

8203 Annual Departmental Expense Budgets
Budgeted expenses in detail by department.
Destroyed after 7 years under MPI 0076.

8204 Payroll Administration Records
The payment of employees salaries and benefits
Destroyed after 7 years with the exception of time cards which are destroyed after 10 years under MPI 0077.

8205 Investment Portfolio Management Files
Investment schedules and advice from Manitoba Finance concerning individual long and short-term investments.
Destroyed 7 years after maturity under MPI 0079.

8206 Accounts Payable Records
Destroyed after 7 years under MPI 0080.

8207 System Costs Allocation Records
Projected systems expenditures by department, and monthly and year-to-date data processing charges by department.
Destroyed after 4 years under MPI 0061.

8208 Manual Refund Files
Processing of autopac refund cheque to an insured person. Includes request for refund, requisition documentation, Autopac transactions relating to vehicle.
Destroyed after 6 years under MPI 0092.

8209 Correspondence Files
Correspondence concerning the analysis of MPIC financial statements and reports as well as expense budgets prepared by departments.
Destroyed after 7 years under MPI 0057.

MANITOBA PUBLIC INSURANCE CORPORATION

8210 **Agent Financial Records**
Monitoring of the collection and processing of funds received by agents on behalf of the Corporation. Audit trail includes bank statements, daily recapitulations, bank reconciliations, bank rejections/over transfers, under transfer register, over/short summary, and record of agents with no activity.
Destroyed after 7 years under MPI 0053.

8211 **Agent Refund Files**
Refunding of agent commission which has been incorrectly processed. Includes request for refund of commission, requisition, calculation of refund, and supporting documentation.
Destroyed after 6 years under MPI 0093.

8212 **Daily Cash Mail Records**
All funds received in mailroom.
Destroyed after 3 years under MPI 0045.

8213 **Premium Payment Plan Files**
Monthly payment of Autopac premiums by commercial entities. Includes application by insured for premium payment plan, payment schedule, copies of receipts.
Destroyed after 4 years under MPI 0046.

8214 **Fixed Assets - Computer System**
Purchase, transfer, depreciation of corporate fixed assets (buildings, furniture, vehicles, land).
Continuously updated (master electronic file); destroyed variably (input and output) under MPI 0040.

8215 **Salvage Sale Files**
Sale by auction of vehicles and miscellaneous items salvaged from paid claims. Includes bill of sale, receipt or promissory note, salvage release form.
Destroyed after 6 years under MPI 0041.

8216 **Mobile Licence Plate and Drivers Licence Suspension Files**
The suspension of automobile licence plates and drivers' licences including suspension letters to motorist and proof of surrender of plates. MPIC may suspend a motorist's licence plates and driver's licence for failure to make payment.
Destroyed 2 years after debt has been cleared under MPI 0042.

8217 **Official Receipts**
Destroyed after 7 years under MPI 0043.

8218 **FINANCE AND ADMINISTRATION**
**Reinsurance**

Reinsurance is responsible for the Corporation's ceded reinsurance and for administering the runoff of the cancelled portfolio of assumed reinsurance.

MANITOBA PUBLIC INSURANCE CORPORATION

8218 contd Reinsurance involves the sharing of a portfolio of risks between insurers through an agreement known as a treaty. Reinsurance ceded is the practice of passing on to another insurer all or part of the insurance written in order to reduce the possible liability of the original insurer, who pays a premium to the reinsurer for assuming this risk. Reinsurance assumed is the practice of accepting all or part of the insurance written by the original insurer.

The Department's ceded reinsurance responsibilities include analyzing the reinsurance needs of the Automobile and General Insurance Divisions, appraising the fees the Corporation is charged, and overseeing placement of the treaties by reinsurance intermediaries.

Effective November 18, 1987 the Corporation discontinued writing reinsurance assumed business.

Due to the long-term nature of liability claims, however, claims incurred under previously signed treaties will continue to be reported for a number of years. During this period, the Corporation will continue to administer the claims and will attempt to reduce losses by commuting treaties.

## Records

8219 Administration Files
Correspondence with reinsurance companies and brokers concerning the payment of ceded claims; provincial government investment and tax offices concerning MPIC financial results, investment portfolio and payment of taxes; insurance industry publishers concerning MPIC financial results.
Destroyed after 20 years under MPI 0074.

8220 Reinsurance Ceded Accounting Records
The payment of reinsurance ceded premiums and the collection of loss payments. Reinsurance is a means of spreading the insurance risk by passing (ceding) part of the exposure to another insurance company (reinsurer) in exchange for a proportion of the premium.
Destroyed 7 years after expiry of treaty under MPI 0078.

8221 Ceded Reinsurance Files
Ceded reinsurance treaty files including contracts, correspondence with companies and brokers concerning treaty negotiation and renewal.
Destroyed 7 years after expiry of treaty under MPI 0084.

8222 Storebrand International Contracts - Computer System
Record of reinsurance assumed treaties and underwriting information. Includes income, expenses, losses, remittances, and treaty profiles. Continuously updated (master electronic file); destroyed variably (input and output) under MPI 0085.

MANITOBA PUBLIC INSURANCE CORPORATION

8223 Reinsurance Ceded Treaties
Reinsurance Treaties protecting MPIC. Reinsurance is a means of spreading the insurance risk by passing part of the exposure to another insurance company in exchange for a proportion of the premium.
Destroyed 7 years after expiry of treaty under MPI 0088.

8224 Assumed Reinsurance Receipt and Payment Files
Monies paid or received for reinsurance assumed treaties. Includes receipts, journal entry documents, invoices, and broker statements.
Destroyed after 7 years under MPI 0110.

8225 Assumed Reinsurance Underwriting Files
Treaties in which MPIC participates including individual contracts, underwriting abstracts, binding documents, correspondence with companies and brokers concerning offers, acceptance authorizations, signing and renewal of treaties underwritten by MPIC.
Destroyed 7 years after payment of all claims under MPI 0081.

8226 Assumed Reinsurance Accounting and Claims Files
Premiums, expenses, and losses on assumed reinsurance files.
Destroyed 7 years after payment of all claims under MPI 0082.

8227 Correspondence Files
Correspondence between MPIC and reinsurance companies and brokers concerning matters relating to reinsurance in general, or treaties underwritten by MPIC in particular; correspondence with MPIC departments concerning the day-to-day operations of Reinsurance.
Destroyed after 3 years under MPI 0083.

8228 FINANCE AND ADMINISTRATION
Internal Audit

Internal Audit develops and administers audit programs to ensure that all the corporate operations are in compliance with legislative requirements, regulations and corporate policies and procedures. It conducts special audits and investigations for problems of a complex or sensitive nature.

Records

8229 Internal Audit Working Papers
Audit work performed.
Destroyed after 7 years under MPI 0004.

8230 Agency Audit Working Papers
Audit work undertaken including reports, cash counts, bank reconciliations, and stock listings.
Destroyed after 7 years under MPI 0052.

MANITOBA PUBLIC INSURANCE CORPORATION

8231 **Agency Audit - Office Files**
Destroyed after 2 years with the exception of **Employee Files** which are transferred to Human Resources after closure and unnecessary records destroyed under MPI 0054.

8232 Internal Audit - **Office Files**
Destroyed after 2 years with the exception of **Employee Files** which are transferred to Human Resources after closure and unnecessary records destroyed under MPI 0055.

8233 FINANCE AND ADMINISTRATION
Premises

Premises is responsible for the Corporation's records and property management. The Property Management section administers all owned and leased properties, and the Grants in Lieu of Taxes program. The Capital Development section is responsible for the acquisition of land, and the development and/or expansion of claims and administration facilities. The Records Management section is responsible for the records management program which includes a Central Records facility for storage of inactive records, and for the development of internal and public access procedures.

Internal Indexes: Central Records Accession and Disposal Control Indexes, Records Management Procedure Manual.

Records

8234 Corporate Insurance Policies
General insurance policies issued to protect MPIC assets and liability. Destroyed 7 years after expiry of policy under MPI 0048.

8235 Premises Operational Files
Acquisition, repair, maintenance, and renovation of owned or leased property.
Destroyed 2 years after disposition of property under MPI 0049.

8236 Employee Files
Transferred to Personnel Department 2 years after closure and unnecessary records destroyed under MPI 0050.

8237 Tender Documentation
Tenders (goods and services) for construction of, alterations to, and maintenance of corporate property.
Destroyed 7 years after completion of contract under MPI 0047.

8238 FINANCE AND ADMINISTRATION
Corporate Planning

Corporate Planning develops and administers a corporate strategic planning process.

8238 contd The Business Studies Department functions as an internal consulting group for MPIC. It studies and reports on corporate initiatives and internal operations, and assists other departments with special projects.

Records

8239 Study Reports
Corporate feasibility studies and special interest projects such as word processing, reinsurance assumed, and fixed assets.
Destroyed 5 years after completion of project under MPI 0059.

8240 Planning and Corporate Information Systems - **Office Files**
Destroyed after 2 years with the exception of Employee Files which are transferred to the Personnel Department after closure and unnecessary records destroyed under MPI 0062.

8241 Corporate Planning - **Office Files**
Destroyed after 2 years under MPI 0006.

8242 Project Files
Analysis of current and proposed business programs and studies of new initiatives within MPIC.
Destroyed 5 years after completion of project, **subject to archival selection**, under MPI 0007.

8243 FINANCE AND ADMINISTRATION
Administrative Services

Administrative Services consists of four sections: Purchasing, which is responsible for purchasing and leasing supplies and equipment, awarding tenders and administering the forms control program; Accounts Payable, which processes invoices and payments and administers the corporate fleets; Secretarial Services; and the Mailroom. It is also responsible for the Motor Vehicle Inventory Control Department which maintains inventory control and distributes Autopac agents' supplies, including forms, policies, license plates and validation stickers.

Internal Index: Administrative Procedures Manual.

Records

8244 Contracts
Legal agreements between vendors, service bureaus, and MPIC. Includes all data processing charges, and tenders.
Destroyed after 2 years under MPI 0060.

8245 Operational Files
Contracts and correspondence with contractors and suppliers who have service contracts with MPIC.
Destroyed after 7 years under MPI 0033.

## MANITOBA PUBLIC INSURANCE CORPORATION

8246 Mail Room Control Files
Incoming and outgoing mail, courier deliveries and department charges.
Destroyed after 7 years under MPI 0034.

8247 Corporate Fleet Files
The operation and costs of MPIC's automobile fleet and the costs of the use of employee vehicles on behalf of the Corporation.
Destroyed after 7 years under MPI 0035.

8248 Purchasing and Distribution Control Files
The purchasing of goods and services and the provision of accounting information for allocation by departments.
Destroyed after 7 years under MPI 0036.

8249 Administrative Services - Office Files
Destroyed after 2 years with the exception of Employee Files which are transferred to Human Resources after closure and unnecessary records destroyed under MPI 0037.

8250 Incoming and Outgoing Telexes
Destroyed after 1 year under MPI 0038.

8251 Agent Stock Control Files
The distribution of Autopac forms and supplies to agents including requisitions by agents for stock items and documents controlling distribution.
Destroyed after 7 years under MPI 0039.

### 8252 GENERAL INSURANCE DIVISION

The General Insurance Division established in 1974 was responsible for planning, direction and control of the Corporation's general insurance business. This includes a full range of personal and commercial insurance which is provided to the public through a network of independent Manitoba insurance brokers.

As of 1 October 1990 Manitoba Public Insurance Corporation withdrew from the business of personal and commercial insurance. The Corporation however, continues to insure and, through its General Lines Claims Department, service personal and commercial lines policy holders (whose policies were issued on or before 1 October 1990) in accordance with the terms of their existing policies until the normal expiry date of those policies. In addition, through its Special Risk Extension section, the Corporation continues to provide additional automobile insurance products.

MANITOBA PUBLIC INSURANCE CORPORATION

8253 **GENERAL INSURANCE DIVISION**
Special Risks Extension Division

The Special Risk Extension and Personal Lines underwrites automobile products for excess and primary coverage not afforded under Manitoba's compulsory automobile insurance plan. These include truck fleets, commercial vehicles, and specialized automobiles such as motorcycles and snow vehicles.

Internal Indexes: Policy Management System Users Manual, Policy Management System Canadian Reference Manual, Property Insurance Underwriting Manual, Casualty Insurance Underwriting Manual, Bond Underwriting Manual, Multi-Peril Insurance Underwriting Manual, Personal Lines Underwriting Manual, Personal Lines Procedures Manual, Special Risk Extension Automobile Forms Manual, Personal Lines Forms Manual.

Records

8254 Spoiled Policies
Automobile and Personal Lines policies with errors in preparation.
Destroyed after 7 years under MPI 0005.

8255 Property Fire Report and Survey Files
Underwriting data on each commercial property insured by the Corporation.
Transferred to Archives after building is destroyed under MPI 0003.

8256 Insurance Policy and Bond Files
Insurance contracts and surety bonds issued by the Corporation. Includes applications and renewals, policy declarations and endorsements, cancellations, negotiations with agents or brokers concerning underwriting of policies or bonds, mercantile reports, investigations, and approvals.
Destroyed 7 years after expiry of policy or bond under MPI 0107.

8257 Commercial Underwriting Standards Files
Instructions for underwriting specific classes of insurance, copies of MPIC and competitors' policy wordings.
Destroyed after 6 years under MPI 0029.

8258 Unsuccessful Quotations and Declined Risks
Request from an agent/broker for an insurance quotation, the investigation, preparation, and disposition of the quotation.
Destroyed after 3 years under MPI 0030.

8259 Policy Management - Computer System
Policy issuance and claims payment system. Includes all underwriting and claims information such as name and address of the insured, policy period, premium, coverage, limits, reinsurance agent's commission, claims reserves and payments.
Continuously updated (master electronic file); destroyed variably (input and output) under MPI 0027.

MANITOBA PUBLIC INSURANCE CORPORATION

## 8260 GENERAL INSURANCE DIVISION
General Lines Claims

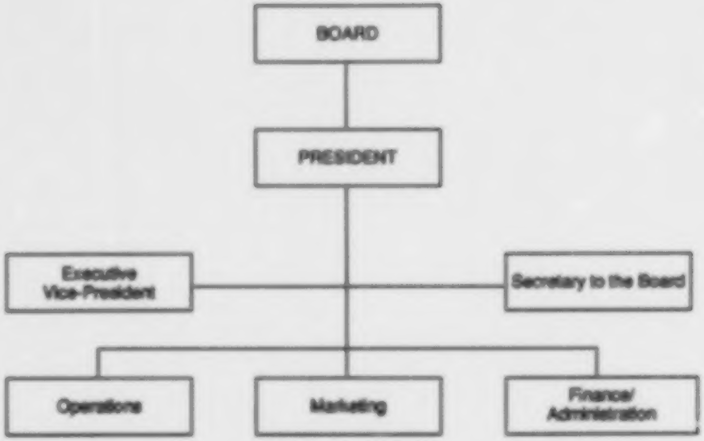
The General Lines Claims Department is responsible for the adjustment and processing of all claims submitted under the varied property and casualty lines of insurance marketed by the Corporation. Adjustment includes investigation and determination of liability and coverage, as well as the assessment of the amount of loss.

Internal Index: Policy Management System Users Manual.

### Records

8261 Claim Files
Settlement of claims following general insurance losses. Includes confirmation of policy coverages, claims investigation reports, salvage or subrogation reports, list of lost or damaged property giving age and values, cheque requisitions, receipts for any salvage sold, deductibles recovered or subrogation recoveries and proof-of-loss forms acknowledging amount of loss and settlement.
Destroyed after 7 years under MPI 0056.

MANITOBA RESEARCH COUNCIL


BOARD
PRESIDENT
Executive Vice-President
Secretary to the Board
Operations
Marketing
Finance/ Administration

MANITOBA RESEARCH COUNCIL

8270 The Manitoba Research Council was established in 1963 to encourage and facilitate scientific research and technological development. The Council also advises the government on developments in new technologies as they relate to the economic and social developments of the province.

8271 Applications for access to the records of the Manitoba Research Council may be sent to the Access Coordinator:

Freedom of Information
Access Coordinator
Manitoba Research Council
1329 Niakwa Road East
Winnipeg
R2J 3T4
Ph: 945-0071

Arrangements for examining records and for obtaining photocopies may be made through the Access Coordinator.

All government offices are listed by community at the end of the Access Guide green pages.

8272 The Access Officer for the Manitoba Research Council is:

Executive Director
Manitoba Research Council
1329 Niakwa Road East
Winnipeg
R2J 3T4

8273 BOARD OF DIRECTORS

The Board of Directors is composed of 15 members appointed by the Lieutenant-Governor-Council. It has 4 committees: the Executive Committee, the Finance Committee, the Marketing Committee, and the Planning Committee.

Records

8274 Council Meeting Files
Deliberations and decisions of the Board and its sub-committees. Transferred to Archives after 15 years under ITT 0031.

8275 OPERATIONS

Operations is responsible for the Food Technology Services in Portage la Prairie and Industrial Technology Services in Winnipeg. Both serve national and international clients.

8275 contd Food Technology Services provides food technology services to food, feed and and beverage industries. It provides clients with access to integrated research, product development and testing, and a pilot scale production facility. Services include food science, engineering, and specialized consultation.

Industrial Technology Services provides, through its Winnipeg facilities, services in product design, development, and testing. Professional services include: mechanical engineering, electronics, environmental and analytical chemistry, materials science and computer-aided engineering.

Records

8276 Client Files
Contact with Council clients including initial communication, client requirements, project proposals, methodology and costing options, and follow-up. Projects are undertaken by the Council on a fee-for-service basis for both private industry and the public sector including Crown corporations.
Destroyed 10 years after termination of client contact, subject to archival selection, under ITT 0035.

8277 Project Files
Agreements between clients and Technology Centres including invoices, agreements to provide services, engineering and technical working papers, and final reports.
Destroyed after 10 years under ITT 0036.

## 8278 MARKETING

Marketing works closely with technical staff in implementing marketing strategies to raise the awareness of science and technology issues in Manitoba, and of the Council's technical capabilites. The division also develops and maintains relationships with industrial and government clients who require contract research and development services from the Council.

## 8279 FINANCE AND ADMINISTRATION

Finance and Administration is responsible for finance, administration and human resource management of the Council. It ensures that the financial and administration activities of the Council are in accordance with legislation and regulations, and implements policy and procedures.

Records

8280 Administration - Office Files
Destroyed after 5 years under ITT 0032.

MANITOBA RESEARCH COUNCIL

8281 **Science, Business, and Government Files**
Communication between the Council and organizations involved in business, science, technology, and government.
Destroyed after 7 years under ITT 0037.

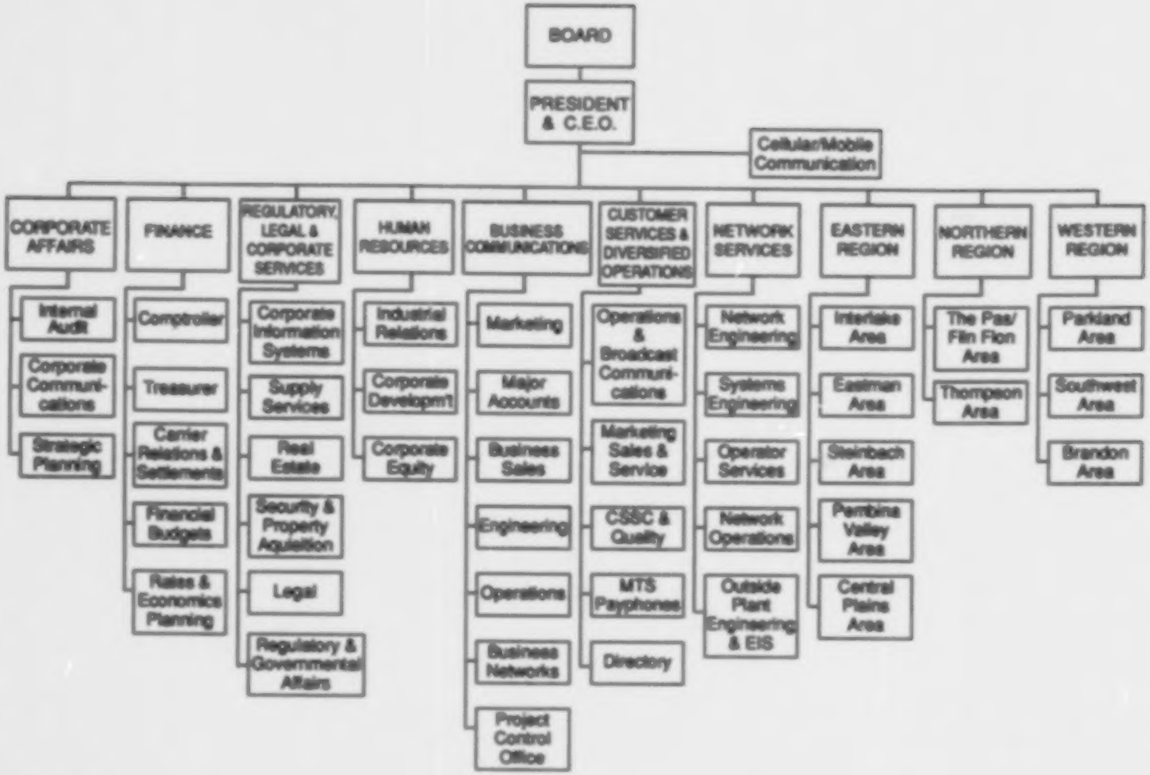
8282 **Association of Provincial Research Organizations**
Participation of the Council in the eight-member Association of Provincial Research Organization including meeting minutes, financial issues, and survey reports.
Transferred to Archives after 10 years under ITT 0038.

8283 **Corporate Legal Files**
Legal positions of the Council including federal and provincial agreements, patents and logo.
Destroyed 6 years after expiry of agreement, subject to archival selection, under ITT 0030.

8284 **Employee Files**
Destroyed 50 years after closure under ITT 0033.

8285 **Financial and Accounting Files**
Voucher Accounting System reports, deposit records, accountable advance ledgers, purchase orders, cash receipt records.
Destroyed after 7 years under ITT 0034.

# MANITOBA TELEPHONE SYSTEM


BOARD
PRESIDENT & C.E.O.
Cellular/Mobile Communication
CORPORATE AFFAIRS
Internal Audit
Corporate Communi-cations
Strategic Planning
FINANCE
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Treasurer
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REGULATORY, LEGAL & CORPORATE SERVICES
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HUMAN RESOURCES
Industrial Relations
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BUSINESS COMMUNICATIONS
Marketing
Major Accounts
Business Sales
Engineering
Operations
Business Networks
Project Control Office
CUSTOMER SERVICES & DIVERSIFIED OPERATIONS
Operations & Broadcast Communi-cations
Marketing Sales & Service
CSSC & Quality
MTS Payphones
Directory
NETWORK SERVICES
Network Engineering
Systems Engineering
Operator Services
Network Operations
Outside Plant Engineering & EIS
EASTERN REGION
Interlake Area
Eastman Area
Steinbach Area
Pembina Valley Area
Central Plains Area
NORTHERN REGION
The Pas/ Flin Flon Area
Thompson Area
WESTERN REGION
Parkland Area
Southwest Area
Brandon Area

## MANITOBA TELEPHONE SYSTEM

8330 The Manitoba Telephone System (MTS) was established in 1908 as a provincially owned corporation, Manitoba Government Telephones. It was created from an amalgamation of several private and municipally owned local telephone companies in order to avoid duplication of the telephone network. The Corporation's mandate is to provide high-quality, economical telecommunications services in Manitoba.

8331 Applications for access to the records of Manitoba Telephone System may be sent to the Access Coordinator:

Freedom of Information
Access Coordinator
Manitoba Telephone System
5th floor, 489 Empress Street
Winnipeg
R3C 3V6
Ph: 941-7386

Arrangements for examining records and for obtaining photocopies may be made through the Access Coordinator.

All government offices are listed by community at the end of the Access Guide green pages.

8332 The Access Officer for Manitoba Telephone System is:

Associate Counsel
Manitoba Telephone System
5th floor, 489 Empress Street
Winnipeg
R3C 3V6

8333 BOARD

The Manitoba Telephone Act established a Commission known as the Manitoba Telephone System, administered by a Board of between four and nine members, including a Chairperson.

Records

8334 Board of Commissioners Files
Administrative records and by-laws, agenda, minutes, reports and submissions.
Transferred to Archives after 10 years with the exception of administrative records which are destroyed after 2 years under MTS 0273.

## MANITOBA TELEPHONE SYSTEM

### 8335 EXECUTIVE

The Executive Committee directs and administers the ongoing operations of the corporation. It is comprised of the President, and the operating group Vice Presidents.

Records

8336 Executive Committee Files
Executive Committee by-laws and minutes.
Transferred to Archives after 10 years under MTS 0274.

8337 Executive - Office Files
Transferred to Archives after 2 and 5 years with the exception of administrative records which are destroyed after 2 years under MTS 0275.

8338 Freedom of Information Files
Applications, tracking logs, disposition, quarterly reports, costs estimates and complaints, procedure manuals, and resource material.
Destroyed 2 years after applicant is satisfied with response or investigation/legal action concluded under MTS 0276.

### 8339 CELLULAR/MOBILE COMMUNICATIONS

Cellular/Mobile Communications is responsible for the sales and marketing of Cellular Service and the sales, marketing, installation, engineering and repair of mobile telephone and paging services and equipment.

Records

8340 Mobile Engineering Files
Administration, design and maintenance support of mobile radio communications including suppliers' catalogues, test results, specifications. Site files include drawings and photographs of mobile radio equipment such as towers and antennae.
Destroyed after 2 years with the exception of manuals/brochures and site files which are destroyed once superseded or withdrawn under MTS 0224.

8341 MTS Cellular - Office Files
Cellular administration including manuals, catalogues, customer and dealer contracts, agreements with cellular companies, and planning and forecasting records concerning MTS cellular products.
Destroyed after 5 years with the exception of administrative records which are destroyed after 2 years and contracts and agreements which are destroyed 6 years after expiry under MTS 0225.

8342 Sales and Service Files
Sales (business and mobile) and service (phone power, pay telephones, fire and emergency dispatch) records.
Destroyed variably under MTS 0226.

MANITOBA TELEPHONE SYSTEM

8343 Budget and Results Files
Analysis of services and standards development including working papers concerning productivity, time measurement, subscriber station statistics, manuals, and budget for labour and materials.
Destroyed after 2 years with the exception of working papers which are destroyed after 2 years and manuals which are destroyed once superseded under MTS 0227A.

8344 CORPORATE AFFAIRS

Corporate Affairs Division includes Internal Audit, Corporate Communications and Strategic Planning.

8345 CORPORATE AFFAIRS
Internal Audit

Internal Audit is responsible for performing audits of MTS records and operations to ensure adherence to MTS policies and established procedures.

Records

8346 Audit Files - Operational
Audits of MTS operations, including description of responsibilities, activities of MTS departments, plans, reports, and flowcharts.
Destroyed 3 years after superseded by new audit under MTS 0029.

8347 Audit Files - Financial
Financial audits of MTS by internal, external and provincial auditors, including reports, revenue settlement audits and reports, working papers and background studies. Revenue settlement is the MTS share of Telecom Canada revenues from message toll, network TV programming, and other inter-provincial telecommunications services.
Destroyed after 6 years under MTS 0028.

8348 Internal Audit - Office Files
Destroyed after 2 years under MTS 0309.

8349 CORPORATE AFFAIRS
Corporate Communications

Corporate Communications develops, recommends and implements public relations and communications programs directed at MTS employees and the public.

Records

8350 Public Relations - Office Files
Destroyed variably under MTS 0265.

MANITOBA TELEPHONE SYSTEM

8351 Employee Information Files
Development and implementation of an employee communication program.
Destroyed after 2 years under MTS 0266.

8352 Community and Customer Relations Files
Development and implementation of a customer and community communications program.
Destroyed variably under MTS 0268.

8353 Public Information Files
Information used to answer media and customer inquiries including Public Utilities Board decisions, and corporate position papers.
Destroyed 2 years after information becomes obsolete under MTS 0269.

8354 Corporate Information Files
General information regarding corporation including: biographies and photographs of Board members, middle management, appointment dates of ministers responsible for MTS, and Board members, submissions to Minister's house book, speeches made by MTS officials and newsreleases.
Destroyed after 10 years under MTS 0270.

## 8355 FINANCE

Finance directs and manages all of the corporation's financial and accounting matters and is responsible for the establishment of rates and tariffs for the Corporation's products and services.

## 8356 FINANCE
Comptroller

The Comptroller establishes and directs MTS accounting policies and practices, prepares financial statements, and ensures compliance with all financial reporting requirements. The unit is also responsible for customer billing and disbursements.

Records

8357 **Accounts Payable - Computer System**
Continuously updated (master electronic file); destroyed variably (input and output) under MTS 0062A.

8358 Continuing Property and Investment Records - **Computer System**
Capital charges for units of property such as poles, cables, pedestals. Continuing property records include account and location codes, description of items, unit status, kilometer and conducter kilometer records, and monthly additions and removals. Investment records include account and location codes, investment amount, and addition and removal amounts.
Continuously updated (master electronic file); destroyed variably (input and output) under MTS 0063.

Send Applications to Access Guide 8331

MANITOBA TELEPHONE SYSTEM

8359 **Employee Benefits**
Employee benefits paid for and received.
Destroyed 50 years after termination of employee under MTS 0064.

8360 **Employee Service and Absence Records**
Transfer to Archives after 50 years under MTS 0065.

8361 **General Ledger**, 1908-1973
Transfer to Archives under MTS 0066.

8362 **Financial Statements and Reports - MTS Subsidiaries**
Financial statements and reports for Manitoba Data Services 1975-1983 and MTX, 1982-1987.
Transfer to Archives after 6 years under MTS 0067.

8263 **General Ledger - Computer System**
All corporate financial transactions.
Continuously updated (master electronic file); destroyed variably (input and output) with the exception of the general ledger which is transferred to Archives after 6 years under MTS 0068A.

8364 **Miscellaneous Billings - Computer System**
Billings for subscriber selected services such as data sets, leased lines, and mobile terminals including customer name, amount owing, and type of service or equipment.
Continuously updated (master electronic file); destroyed variably (input and output) under MTS 0069A.

8365 **On-Line Material Reporting - Computer System**
Pricing of reportable (stocked and catalogued by MTS) material and the movement and balance of material used, salvaged and retired.
Continuously updated (master electronic file); destroyed variably (input and output) under MTS 0070A.

8366 **Invoices - Computer System**
Customer billing for the purchase of miscellaneous equipment or services including name and address of customer, type and price of equipment and/or service sold.
Continuously updated (master electronic file); destroyed variably (input and output) under MTS 0126A.

8367 **Paystation (Coin) Billing - Computer System**
Pay telephone information including telephone number, class of paystation, subscriber name, telephone location, collection route, identification and collection frequency. Billing details for each coin telephone including billing name and address, collection totals, commission accounts, outstanding balances, other charges and credits, and monthly coin revenue data for each MTS region.
Continuously updated (master electronic file); destroyed variably (input and output) under MTS 0071A.

MANITOBA TELEPHONE SYSTEM

8368 **Plant Measurements - Computer System**
Plant costs and work units results for all construction removals, changes and upkeep operations. Also includes record of hours, type of plant (poles, lines, underground cables, station installations) and work performed. Cost details of direct and loaded labour, supervision, vehicles, tools, material, and miscellaneous expenses.
Continuously updated (master electronic file); destroyed variably (input and output) under MTS 0072.

8369 **Plant Under Construction - Computer System**
Calculation of interest charges for major construction and of number of equipment and/or circuits brought into service. Charges include board, lodging, labour, material, vehicle expense, sundry disbursements, and supply expenses.
Continuously updated (master electronic file); destroyed variably (input and output) under MTS 0073A.

8370 **Subscriber Bills - Delivery Administration Files**
Monthly reports of bills mailed.
Destroyed after 1 year under MTS 0074.

8371 **Subscriber Master Billing - Computer System**
Billing records for all MTS residential and business subscribers. Includes customer name, billing address, region within province, services and equipment provided, charges, payment credits and adjustment data, directory assistance and toll usage charges, inventory of MTS telephone equipment and monthly movement of equipment, credit transfers, refunds and transfers.
Continuously updated (master electronic file); destroyed variably (input and output), with the exception of the subscriber station reports under MTS 0075A.

8372 **Subscriber Station Reports, 1913-1970.**
Listing of number of telephones for all exchanges in the province; increases over previous months and years; number of one, two, or multiparty lines; details of installations by class of service, (business, residence, or coin), and by type of station for main or extension; total of telephone sets in use by type; total of installations by type; and quantities in service.
Transfer to Archives under MTS 0076.

8373 **Tax Files**
Monitoring of the proper application of commodity tax, and the application of relevant tax acts and payments thereunder; documentation of payments of grants-in-lieu of taxes. Includes: refund claims and enquiries related to customs, excise, federal and provincial sales tax matters; realty, business and statutory tax assessment notices and appeals; statements and demands for taxes and payments of all taxes and grants-in-lieu of taxes for MTS properties; detailed records and summaries of assessments and payments.
Destroyed after 6 years under MTS 0077.

MANITOBA TELEPHONE SYSTEM

8374 Time Reporting and Payroll - **Computer System**
Time and labour distribution information and records of all cheques issued. Employee information employment history, benefits and payroll deductions.
Continuously updated (master electronic file); destroyed variably (input and output) under MTS 0078A.

8375 Payroll Register, ca. 1919-1978
Transfer to Archives under MTS 0125.

8376 Toll Billing - **Computer System**
Long distance, mobile and directory assistance information including billing telephone number, called number, time and length of call, calling number, to and from province indicators, mileage and settlement information, and toll call charges.
Continuously updated (master electronic file); destroyed variably (input and output) under under MTS 0079A.

8377 Financial Journal - **Computer System**
Tracking and control of all MTS financial transactions.
Continuously updated (electronic file); destroyed after 6 years (input) under MTS 0116A.

8378 Special Toll Analysis Sample - **Computer System**
Sample long distance messages.
Continuously updated (master electronic file); destroyed after 3 or 10 years (output) under MTS 0117A.

8379 Centralized Message Data - **Computer System**
Toll messages originating outside (incollect) and in (outcollect) Manitoba and the transmission and receipt of re-formatted data to Telecom Canada for settlement of revenue purposes.
Continuously updated (master electronic file); destroyed variably (input and output) under MTS 0118A.

8380 Customer Provided Equipment - Maintenance Files
Billing of customers for maintenance work on customer-provided equipment. Includes maintenance contracts, work orders, billing advice, and price lists.
Destroyed after 7 years under MTS 0119.

8381 Automatic Message Accounting - **Computer System**
Verification of data from tested toll calls made when new equipment is installed or when cutovers are made from one exchange to another. Includes long distance and WATS calls.
Continuously updated (master electronic file and toll data tapes); destroyed variably (input and output) under MTS 0120A.

8382 Toll Investigation Files
Investigation of disputed toll calls. Includes details of all unbillable or uncollectable toll calls such as place and telephone number called, originating place and telephone number, duration of call, connect time, and amount charged.
Destroyed after 6 months under MTS 0121A.

MANITOBA TELEPHONE SYSTEM

8383 Toll Investigation Files - Mobile Telephones
Investigation of unbillable and uncollectable toll calls made from mobile telephones including information regarding mobile telephone work orders, WATS billing details, coin telephone listing, potential fraud messages, and overseas messages.
Destroyed after 5 years under MTS 0122.

8384 Miscellaneous Billing - Settlement Records
Billing revenue settlement accounts for submission to, or receipt from, Telecom Canada and member companies.
Destroyed after 6 years under MTS 0277.

8385 Maternity Supplement Files
Calculation and payment of maternity benefits owing to MTS employees.
Destroyed after 6 years under MTS 0278.

8386 Comptroller - Office Files
Destroyed after 2 years under MTS 0279.

8387 Telecom Canada Billing Files
Amounts charged for salaries to Telecom Canada for the loan of MTS employees.
Destroyed after 6 years under MTS 0280.

8388 Time Payment and Underground Residential Development (URD) Charge/Refund Files
Time payments received from customers and pre-service charges/refunds to residential developers.
Daily payment registers destroyed after 1 year; other records destroyed after 6 years under MTS 0313.

8389 FINANCE
Treasurer

Treasurer administers MTS funds management and investment activities. It provides direction to MTS managers on such matters as payment policies, interest rates and credit management. It administers and gives advice on taxation matters to the corporation.

Records

8390 Treasury - Office Files
Destroyed after 2 years under MTS 0259.

8391 Banking and Securities Files
All MTS banking activities and corporate bonds issued, redeemed, and cancelled. Includes cheques and cheque registers, bank statements and reconciliations, deposit records, debit and transfer records, garnishment orders, registers of bonds issued, redeemed, or cancelled and MTS cancelled gift certificates.
Destroyed variably under MTS 0260.

MANITOBA TELEPHONE SYSTEM

8392 Funds Management Files
Administration of funds and investment activities. Includes statistics, financial statements, reports, working papers and correspondence concerning foreign currency exchange rates, pension reserve funds, cash planning, evaluations of financial alternatives, and long term debt service charges.
Destroyed after 7 years with the exception of working papers and correspondence which are destroyed after 2 years under MTS 0261.

8393 Coin Collection Files
Amounts collected from pay telephones.
Destroyed after 6 years under MTS 0262.

8394 Collection Processing Files
Receipt of customer payments and payment of agent commissions.
Destroyed variably under MTS 0263.

8395 Cash Processing - Computer System
Customer payments and bank deposit information
Continuously updated (master electronic file); destroyed variably (input and output) under MTS 0264.

8396 FINANCE
Carrier Relations and Settlements

Carrier Relations and Settlements administers settlements with out-of-province telecommunications carriers for the sharing of long-distance revenue.

Records

8397 Revenue Settlement - Forecasts
Financial information and statistics from MTS departments and other Telecom Canada member companies.
Destroyed after 8 years, subject to archival selection, under MTS 0057.

8398 Revenue Settlement - Investment Studies
Studies of corporate assets including equipment and real property.
Destroyed 10 years after superseded by two new studies under MTS 0059.

8399 Revenue Settlement - Expense Studies
Studies of corporate expenditure including data processing, maintenance, and marketing.
Destroyed 10 years after superseded by two studies under MTS 0058.

8400 Revenue Settlement - Special Studies and Projects
MTS studies of internal and external issues which may have an impact on Telecom Canada and adjacent companies revenue settlements.
Destroyed after 10 years under MTS 0060.

MANITOBA TELEPHONE SYSTEM

8401 Monthly Revenue Settlement and Retroactive Adjustments Files
Details of monthly revenue settlement for all participating Telecom Canada members and revenue-sharing adjustments.
Destroyed after 6 years under MTS 0056.

8402 Telecommunications Services - Classifications and Rates Files
Services offered by Telecom Canada member companies, and rating information; details of contracts between various domestic and international carriers and Telecom Canada.
Destroyed after 10 years under MTS 0061.

8403 Intercarrier Settlements - Office Files
Destroyed after 2 years under MTS 0308.

8404 FINANCE
Financial Budgets

Financial Budgets carries out financial analysis activities for the corporation, is responsible for the corporation's budgetary processes and provides personnel and administrative support services to Finance.

Records

8405 Corporate Data Files
Financial framework for the Corporation, including statistics, revenue and expenditure budgets, payroll and staffing data. Includes key indicators (narrative and graphic illustration of performance trends such as number of trouble reports), and monthly statistical reports on all telephone equipment movements.
Destroyed after 15 years under MTS 0052.

8406 Financial Forecasts
Forecasts of the Corporation's revenues and expenditures.
Transferred to Archives after 10 years under MTS 0053.

8407 Special Studies
Results of studies by financial analysts on various aspects of the Corporation's operations and related activities of other companies.
Destroyed after 10 years under MTS 0055.

8408 Regulatory Studies
Canadian telecommunications regulations and Manitoba rate applications.
Destroyed after 10 years under MTS 0054.

8409 Financial Budgets - Office Files
Destroyed after 3 years or once updated (manuals) under MTS 0256.

8410 Capital Authority - Computer System
Capital dollars amounts estimated, budgeted, and authorized and contingency fund record.
Continuously updated (master electronic file); destroyed variably (input and output) under MTS 0257.

## MANITOBA TELEPHONE SYSTEM

8411 Construction Program System (CPS) - Computer System
Records of the administration of the MTS capital budget.
Destroyed variably under MTS 0258.

8412 FINANCE
Rates and Economic Planning

Rates and Economic Planning is responsible for rates planning, tariff administration, depreciation and economics consulting to the corporation.

Records

8413 Rates and Economics - Office Files
Destroyed after 2 years under MTS 0163.

8414 Contribution Test Files
Analysis of specific categories such as long distance or local calling to determine whether or not the revenues generated are equal to, greater than, or less than, the costs caused. Includes correspondence with the Public Utilities Board, comparative results from Alberta Government Telephones and Sasktel, service costing data from Telecom Canada, MTS financial statements, and working and supporting documents needed to calculate results. Contribution Testing divides components of the MTS financial report into services regulated and unregulated by the Public Utilites Board and calculates the contribution of costs from unregulated services to the costs of regulated services. The Public Utilities Board requires MTS to submit data indicating whether unregulated services are being subsidized by revenues from regulated services.
Destroyed after 7 years under MTS 0164.

8415 Depreciation Studies Files
Calculation of depreciation expenses for all equipment used to provide telephone services.
Destroyed after 15 years with the exception of plant details which are destroyed when plant removed from service under MTS 0165.

8416 Economic Studies and Cost Data Files
Studies regarding the economic impacts of all aspects of the telecommunications industry particularly for MTS. Includes: background papers and special economic studies of subjects such as CATV and co-axial cable, reference manuals by MTS, Telecom Canada, and Bell Canada.
Destroyed after 5 years under MTS 0166.

8417 Administrative Forecast Files
Semi-annual forecast of telephone movement (installed, removed, changed), reviews of actual movement and forecast movement, monthly analysis of variances from actuals, history of telephone movement by region and by category, monthly movements of leased voice and data equipment, and monthly totals of customer purchased equipment.
Destroyed after 7 years, subject to archival selection, under MTS 0167.

MANITOBA TELEPHONE SYSTEM

8418 Intra-Special Toll Analysis Sample System
Repricing and analysis of message tolls and monthly samples of intra-company message tolls (calls within Manitoba).
Continuously updated (master electronic file); destroyed variably (input and output) under MTS 0168.

8419 Rates Analysis Files
Reference and tariff information for rates analysis studies including: technical and cost details for products or services and special assembly rates. Also includes correspondence regarding rates, products or services; historical rates data for reference such as copies of submissions to the Public Utilities Board and hearing transcripts; supporting tariff information received from other telephone companies and jurisdictions.
Destroyed once superseded (tariff information); destroyed after 15 years (historical data); destroyed after 7 years (supporting documentation) under MTS 0169.

8420 Retirement Unit Cost Files
Calculation and forecasting of retirement unit costs for telephone plant equipment. Retrospective and current data on retirement unit costs, such as the estimated value of telephone plant equipment when it is retired from use, plant depreciation and salvage values, and plant retirement unit costs.
Destroyed after 10 years under MTS 0170.

8421 Revenue Forecasting Files
Revenue information includes: actual, forecast, summaries by service, billed business, annual 6-year view, and the combined forecasts of Telecom member companies. Also includes a listing of customers, and daily message counts for MTS switched services.
Destroyed after 7 years under MTS 0171.

8422 Special Services Files
Forecasting of special services growth including the number, type, and location of services. Also includes tracking of special services usage, and year-end figures for previous years. Special services include private (direct) lines and foreign exchange services.
Destroyed after 5 years under MTS 0172.

## 8423 REGULATORY, LEGAL AND CORPORATE SERVICES

Regulatory, Legal and Corporate Services is responsible for the provision of real estate, purchasing and supply, computer and data processing, security, property acquisition, and legal services to the corporation. It is also responsible for the regulatory and government affairs functions.

MANITOBA TELEPHONE SYSTEM

8424 REGULATORY, LEGAL AND CORPORATE SERVICES
Corporate Information Systems

Corporate Information Systems manages and maintains MTS computer and data processing systems.

Records

8425 Corporate Information Systems - Office Files
Destroyed after 2 years under MTS 0135.

8426 Electronic Messaging File
Transmission of electronic messages within MTS including requests, use, costs, passwords, prompts, and equipment installations.
Destroyed once superseded under MTS 0013.

8427 Computer Application Systems Development Project Files
Planning, developing or upgrading of computer application systems for MTS. Submissions made to MTS Executive regarding computer applications, reports and studies done by the section, and background and reference materials required for computer systems planning.
Destroyed after 2 years under MTS 0127.

8428 Computer Application Systems Development and Maintenance Files
Development, upgrading and maintenance of computer systems. Includes programming documents, background and reference materials such as manuals and programming guides, software documentation, test and error printouts, and data flow diagrams.
Destroyed immediately to 1 year after superseded under MTS 0128A.

8429 Data Preparation Control and Administration Files
Monitoring and control of data entry functions and computer jobs processed and/or transmitted.
Destroyed after 1 month under MTS 0129.

8430 Electronic Data Processing Training and Development Files
Background material for computer training courses provided to employees, tutorials provided by vendors for self-paced courses as well as manuals and user guides developed by MTS or vendors.
Destroyed after 2 years with the exception of catalogues and seminar records which are destroyed once superseded; tutorials returned to vendor once agreement expired under MTS 0130.

8431 Production Control Files
Tracking and verification of Manitoba Data Services billings, and computer production runs made for MTS client departments. Includes printouts from all computer systems indicating bad transmissions, system problems, costs, and production statistics.
Destroyed after 2 years with the exception of logs and statistics which are destroyed after 6 months under MTS 0131A.

MANITOBA TELEPHONE SYSTEM

8432 Production Documentation
Instructions and procedures for various computer systems. Includes key punch/data entry instructions, schedules for production runs, examples of production runs, job control language cards, procedure books.
Destroyed after 1 year, once revised or updated, under MTS 0132.

8433 REGULATORY, LEGAL AND CORPORATE SERVICES
Supply Services

Supply Services provides purchasing and supply services, and also manages and maintains the MTS automotive fleet and heavy construction equipment.

Records

8434 Purchasing Supplies and Automotive Equipment - Office Files
Administrative records and information concerning procurement of equipment and supplies.
Destroyed after 2 and 4 years under MTS 0311.

8435 Purchasing and Inventory Control - Computer System
Purchase and inventory control of all MTS materials and supplies. Includes tenders for supplies and services, supply agreements, requisitions, material movement reports, special purchases.
Destroyed variably under MTS 0083A.

8436 Quality Control Files
Quality control checks of telephone equipment, including product evaluations and equipment specifications.
Destroyed after 5 years under MTS 0084.

8437 Repair and Calibration Operations Files - Inventory Control
Inventory and circulation of equipment and material in the Department.
Destroyed after equipment is no longer in use under MTS 0086.

8438 Repair and Calibration Operations Files - Statistics and Reports
Repair shop operating costs including work done, time spent per order, and number of orders completed.
Destroyed after 4 years under MTS 0087.

8439 Repair and Calibration Operations Files - Costs
Repair and calibration of equipment, including equipment descriptions, costs, repair and replacement orders, field purchase orders and lists of tools written-off.
Destroyed after 3 years under MTS 0085.

8440 Standby and Prime Power Units Files
Type, location of each power unit and maintenance completed on each.
Destroyed once equipment is no longer in use under MTS 0088.

8441 **Vehicle Specifications and Capital Budget Files**
Specifications for vehicles and equipment to be purchased, including cost, type of vehicle unit, costs of all parts and equipment.
Destroyed after 7 years under MTS 0091.

8442 **Vehicle Parts Procurement Files**
Orders for automotive stock.
Destroyed after 5 years under MTS 0090.

8443 **Vehicles - Fleet Management - Computer System**
Maintenance and operating costs of MTS automotive fleet including fuel issued and used, parts used in repairs, labour costs, and work done.
Destroyed after 2 years (textual and microform); continuously updated (master electronic file) under MTS 0095.

8444 **Vehicles - Inventory and Control Files**
Descriptive inventory of all MTS vehicles including make, model, year, serial number, size of engine, and cost.
Destroyed 2 years after vehicle is no longer in use under MTS 0096.

8445 **Vehicles - Licensing and Insurance Files**
Licensing and insurance registration for MTS vehicles and automotive equipment.
Destroyed after 1 year under MTS 0097.

8446 **Vehicles - Maintenance Files**
Control of automotive equipment sent outside the Corporation for repairs, including unit number, where sent, and reason.
Destroyed after 5 years under MTS 0098.

8447 **Vehicles - Credit Card Records**
Issuance of credit cards, to whom, issue number, and present status.
Destroyed 6 years after withdrawal of credit card under MTS 0094.

8448 **Vehicles - Accident Reports**
Details of accidents involving MTS vehicles, and damages.
Destroyed after 6 years under MTS 0092.

8449 **Vehicles - Auction Sales Files**
Auctions of MTS vehicles, including dates, numbers sold, monies received, names of buyers, commissions, sale prices, tax rebates, auctioneering costs.
Destroyed after 7 years under MTS 0093.

8450 **Surplus Material Disposal Files**
Sale of Corporation's surplus material and equipment, including bids placed and cash received.
Destroyed after 6 years under MTS 0089.

8451 **Machine Shop - Work Orders**
Status of all jobs, including sketches of work to be done, material and supplies needed, and work orders.
Destroyed after 2 years under MTS 0082A.

## MANITOBA TELEPHONE SYSTEM

8452 Budget Files
Destroyed after 3 years under MTS 0081.

8453 REGULATORY, LEGAL AND CORPORATE SERVICES
Real Estate

Real Estate plans, designs and operates MTS buildings and installations. It coordinates office space and equipment and provides administrative support services to the corporation.

Records

8454 Real Estate Services - Office Files
Destroyed after 2 years under MTS 0005.

8455 Committee Minutes
Minutes (copies) of MTS standing committees such as the Workplace Safety and Health Committee.
Destroyed after 1 year under MTS 0004.

8456 Buildings and Properties - General
Correspondence concerning MTS buildings and properties throughout Manitoba.
Destroyed after 2 years under MTS 0002.

8457 Project Management - Building Construction Files
MTS building construction projects including: work orders, change orders, estimates, amounts paid to contractors and holdbacks on contracts, letters from Workers Compensation Board prior to release of holdbacks.
Destroyed after termination of project under MTS 0022.

8458 Buildings and Properties - Leases
Properties leased by, or to, MTS.
Destroyed 6 years after expiry of lease under MTS 0006.

8459 Buildings and Properties - Specifications and Plans
Architectural drawings and specifications of all MTS buildings and microwave towers.
Destroyed after building or installation has been sold, replaced or demolished, subject to archival selection, under MTS 0001.

8460 Accommodation Files
Space planning for MTS buildings and installations.
Destroyed after 3 years under MTS 0009.

8461 Buildings and Properties - Maintenance Files
Details regarding all MTS buildings, microwave towers and properties including inspection and maintenance reports, energy conservation data, fire extinguishing and snow clearing logs, drawings and schematics of building systems.
Destroyed after 10 years under MTS 0014.

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8462 Buildings and Properties - Maintenance Costs - Computer System
Expenditures related to maintenance, utilities and services for all MTS buildings.
Destroyed after 2 years under MTS 0024.

8463 Buildings and Properties - Service Contracts
Maintenance and service contracts.
Destroyed 6 years after contract expires under MTS 0018.

8464 Buildings and Properties - Accounting and Inventories Files
Location drawings of all MTS buildings and microwave towers, photographs of building exteriors, and site plans.
Destroyed after building or installation has been sold, replaced, or demolished, subject to archival selection, under MTS 0015.

8465 Utilities Files
Design components of MTS building utilities including drawings, specifications, plans, troubleshooting guides.
Destroyed after building or installation has been sold, replaced, or demolished, under MTS 0012.

8466 Office Automation Systems - General Files
Office automation projects and equipment and implementation of data and voice communication within MTS.
Destroyed after 9 years under MTS 0010.

8467 Contracts and Agreements - Office Equipment
Printing and reprographic equipment (typewriters, photocopiers, mailing equipment) leased or rented by MTS including rental leasing agreements and maintenance contracts. Also included are contracts for Shut-tel bus service, a leased mini-bus service to MTS employees on business between MTS Winnipeg buildings, and which carry MTS internal mail deliveries.
Destroyed 1 year after contract expires under MTS 0020.

8468 Reproduction and Printing - Administration Files
Operation of MTS printing facility including requisitions for printing, copying, graphic arts, and bindery work.
Destroyed after 1 year under MTS 0016.

8469 Reproduction and Printing - Recovery Costs - Computer System
Reproduction and printing charges to MTS departments.
Continually updated (electronic data); destroyed after a minimum of 4 months to a maximum of 1 year (output) under MTS 0021A.

8470 Parking Files
Parking spaces allocated to employees and waiting list.
Destroyed when superseded under MTS 0017.

8471 Cafeteria Files
Corporate cafeteria and catering operations including equipment inventories, leases and agreement, and cash register tapes.
Destroyed after 2 years with the exception of leases which are destroyed 7 years after expiry under MTS 0008A.

8472 Records Management - Computer System
Coordination of corporate records management including retention and disposition and listings of records ready for destruction.
Continuously updated (master electronic file); destroyed variably (input and output) under MTS 0019A.

8473 Travel and Transportation Files
Travel and car rental agencies, hotels, airlines.
Destroyed after 1 year under MTS 0003.

8474 Travel Allowances and Expenses Files
Taxi trips and accumulated vehicle mileage charges to MTS departments, including records of trips and account codes.
Destroyed variably under MTS 0023A.

8475 Accounts Payable Records (copies)
Destroyed after 1 year under MTS 0011.

8476 Personnel - Office Files
Destroyed after 1 year under MTS 0007.

8477 REGULATORY, LEGAL AND CORPORATE SERVICES
Security and Property Acquisition

Security and Property Acquisition is responsible for corporate security including security of assets and electronically stored information, building access, and the investigation of thefts of MTS property and services including the illegal use of telecommunications. It is also responsible for the acquisition of property and rights-of-way for MTS construction programs.

Records

8478 Security and Property Acquisition - Office Files
Destroyed after 2 years under MTS 0312.

8479 Security Files - General
Security section assistance to other MTS departments and individuals/agencies outside the Corporation, such as security clearances and requests.
Destroyed after 5 years under MTS 0048.

8480 Security Files - Control Procedures
Site and building security recommendations, implementation and inspections, including equipment evaluations and tenders, budget and costs, instructions and procedures, access and egress, floor plans, and reviews of previously implemented security measures.
Destroyed after 7 years under MTS 0047.

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8481 Security Investigations Files
Criminal and suspected criminal acts against MTS properties, assets, revenues, services and customers, and documentation of investigations. Includes complaints regarding fraud, electronic fraud, theft, vandalism, malicious annoyance calls, final accounts, employee misuse of equipment or theft, unauthorized access to electronic systems and networks.
Destroyed 8 years after investigation is completed under MTS 0049.

8482 Right-of-Way Files
Right-of-way agreements between MTS and other parties including joint agreements with Manitoba Hydro and other utilities, legal land descriptions, plans, and easements. Agreements give MTS right of access to another's property for purposes of installing and maintaining equipment.
Destroyed 3 years after expiry of agreement under MTS 0046.

8483 Assistance to Law Authorities Files
Assistance requested by court order and by law enforcement authorities and Crown attorneys including court orders, requests for information, search warrants, procedures and practices for assistance, and equipment reviews.
Destroyed after 6 years under MTS 0026.

8484 Alarm Printout Log Sheets
Times and dates of access/egress to MTS building sites.
Destroyed after 1 month under MTS 0212.

8485 REGULATORY, LEGAL AND CORPORATE SERVICES
Legal

Legal provides legal advice and counsel relating to all activities and operations of the corporation.

Records

8486 Legal Section - Office Files
Destroyed after 2 years under MTS 0310.

8487 Contracts and Agreements
Contracts and agreements between MTS and other companies for services such as maintenance, licensing, collections, equipment installation and removal, joint use of equipment, helicopter rental, refuse disposal, and civil defense maintenance of emergency communications.
Destroyed 6 years after expiry of contract or agreement under MTS 0036.

8488 Licences and Permits
Licences and permits to install, maintain, modify telephone plant equipment, and issued by various regulatory bodies such as Transport Canada.
Destroyed 5 years after expiry or made obsolete under MTS 0042.

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8489 Claims Files
Claims made against or by MTS. Claims may concern outstanding accounts, damage to MTS property, personal injury and may include: affidavits of proofs of claim, statements of defence, police reports, statements of claim, copies of bills/invoices, final release. Does not include litigation.
Destroyed 6 years after settlement made or file closed under MTS 0034.

8490 Legal Proceedings Files
Legal action concerning various matters such as mortgage foreclosures, customs bonds, and disputes. Includes subpoenas, statements of claim, judgements and decisions, garnishments, as well as documents related to appeals.
Destroyed 6 years after disposition under MTS 0041.

8491 Legal Opinions Files
Legal opinions regarding legislation and Orders-in-Council concerning MTS.
Destroyed 5 years after superseded or obsolete, subject to archival selection, under MTS 0040.

8492 Buildings and Properties - Acquisition Files
Purchase or lease of buildings and properties by MTS including mortgages, certificates of title, plans, drawings, and easements.
Destroyed after building or property has been disposed of or sold under MTS 0031.

8493 Buildings and Properties - Disposal Files
Sale or disposal of buildings owned by MTS, including bill of sale or agreement for demolition.
Destroyed 6 years after sale or disposal of buildings under MTS 0032.

8494 Bankruptcies and Insolvencies Files
Details of individual or company bankruptcies and insolvencies in which MTS is a creditor, including proofs of claim, and minutes of creditors meetings.
Destroyed 6 years after disposition is complete under MTS 0030.

8495 Insurance Files
MTS insurance, including policies, tenders and brokers' responses, as well as legal opinions on the policies.
Destroyed 6 years after cancellation or expiry of policy under MTS 0038.

8496 Intellectual Property Files
Applications for, and registrations of, trademarks, patents and copyrights including applications, certificates of registration, relevant minutes, and trademark documents.
Destroyed 3 years after expiry of patent, trademark or copyright under MTS 0039.

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8497 **Finance Files**
Legal background on MTS financial matters such as investment funds, bond and debenture issues, final accounts, outstanding telephone accounts requiring collection procedures, NSF cheque charges. Includes Orders-in-Council, opinions regarding financing, board submissions and resolutions.
Destroyed after 6 years under MTS 0037.

8498 **Tax Files**
Reference material concerning tax issues such as sales tax, income tax, commissions, excise and property taxes.
Destroyed after 2 years under MTS 0050.

8499 **Administration Files - MTX, 1984-1987**
Agreement between Manitoba Telephone System and MTX (copy), minutes of MTX Board meetings (copies), and newspaper clippings.
Transfer to Archives 6 years after expiry of agreement under MTS 0025.

8500 **Complaints Files**
Complaints received regarding MTS subscriber services such as customer services, directory listings, and advertising.
Destroyed 1 year after last action under MTS 0035.

8501 **Association Files**
Activities of associations and committees not affiliated with MTS such as Electronics Industry Association of Manitoba and Manitoba Bar Association. Includes proceedings, reports, and minutes.
Destroyed after 2 years under MTS 0027.

8502 **Personnel Adjudication Files**
Legal opinions and decisions regarding MTS employees. Issues may include grievances, claims of wrongful dismissal, and contract negotiations.
Destroyed 3 years after action is complete under MTS 0043.

8503 **Transport Canada - Submarine Cable Applications**
Submissions and decisions, applications and related correspondence.
Destroyed 2 years after installation under MTS 0051.

## 8504 REGULATORY, LEGAL AND CORPORATE SERVICES
### Regulatory and Government Affairs

Regulatory and Government Affairs is responsible for all interaction with regulatory bodies including the filing and presentation of rate applications. It is also responsible for maintaining a liaison role with the Government on any matter affecting the corporation.

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Records

8506 CRTC - Submissions and Decisions
Submissions to, and decisions of, the Canadian Radio-Television and Telecommunications Commission, particularly those related to the telecommunications industry in Canada and those directly related to Manitoba Telephone System such as rate changes and international services. Includes briefs presented, hearing transcripts, notices and decisions, applications for satellite services, rate changes, and interconnection with Telecom Canada system by other telecommunications companies. The last applies to common carriers other than members of Telecom Canada using, or applying to use, Telecom's transmission facilities such as fibre optic cables, microwave transmission.
Destroyed once decision has been altered or superseded, subject to archival selection, under MTS 0033.

8507 Public Utilities Board (Manitoba) Files
Submissions to, and decisions of, the Public Utilities Board regarding MTS rates, provision of services, and the promotion of services and equipment. Includes submissions and decisions, Board orders, public notices, transcripts of hearings and regulations pertaining to the telecommunications industry. The Board regulates MTS activities such as rates and new service offerings within Manitoba.
Destroyed 5 years after decision altered or superseded, subject to archival selection, under MTS 0044A.

8508 Public Utilities Boards (Other Provinces) Files
Submissions to, and decisions of, public utility boards in other Canadian provinces. Includes applications for services, rate increases, decisions and amendments.
Destroyed after 2 years under MTS 0045.

8509 HUMAN RESOURCES

Human Resources develops, implements and administers human resources programs and policies for MTS.

8510 HUMAN RESOURCES
Industrial Relations

Industrial Relations is responsible for labour relations, employee compensation and benefits, and administering corporate health and safety programs.

Records

8511 Accidents and Injuries - Compensation
All claims for work-related injuries and accidents, actions taken, and claim disposition.
Destroyed after employment terminated (microform); destroyed after 3 years (textual copy) under MTS 0099.

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8512 Employee Records
Employment history of each regular, part-time, term, contract or other employee.
Transferred to Archives (microform); destroyed after 20 years (reference microform); destroyed after termination of employee (paper) under MTS 0101.

8513 Job Evaluation - Compensation
Evaluation and job classification of clerical and management positions.
Destroyed after 10 years under MTS 0112.

8514 Corporate Health and Safety Program Files
Administration of corporate health and safety programs, including accident prevention and safe driving. Also includes training material, procedures, and publications.
Transferred to Archives after 3 years under MTS 0100.

8515 Management Development Files
Development, training, career movement, and education leave of management level employees.
Destroyed after 2 years under MTS 0106.

8516 Staffing - Selection Committee Files
Selection process for filling staff vacancies, including postings, resumes, interview records, and reason for committee selection.
Destroyed after 1 year, unless individual is hired in which case records are transferred to employee file, under MTS 0114.

8517 Position Descriptions
Destroyed once superseded under MTS 0105.

8518 Performance Appraisal
Destroyed after 1 year under MTS 0108.

8519 Personnel Policy and Benefits Files
All benefits information for employees.
Destroyed after 50 years under MTS 0109.

8520 Payroll Action Record
Payroll changes for employees.
Destroyed after 10 years under MTS 0107A.

8521 Staff Relations - Grievance and Arbitration Files
Grievances, supporting documentation, action taken and resolution.
Destroyed after 10 years under MTS 0111.

8522 Union Relations Files
Agreements between MTS and various unions and locals, including original agreements, copies of agreements between other telecommunications companies and unions, seniority lists, and acting foremen lists.
Destroyed after 2 years with the exception of the seniority lists which are destroyed after 5 years and the agreements which are retained permanently under MTS 0115.

MANITOBA TELEPHONE SYSTEM

8523 HUMAN RESOURCES
Corporate Development

Corporate Development is responsible for human resource policy planning and implementation including staff recruitment, training and organizational development.

Records

8524 Human Resource Planning Files
Staffing reports from all departments, human resource and succession planning (lists of candidates available for critical positions in the Corporation).
Destroyed after 2 years under MTS 0104.

8525 Recruitment Files
Position vacancies which are advertised externally including slide presentations and advertisements.
Destroyed after 1 year with the exception of the film and slide presentations which are destroyed once superseded, subject to archival selection, under MTS 0110.

8526 Staffing - Secondment Files
Loan of MTS employees to Telecom Canada or Bell Canada including absences, leave, overtime, location, position status and salary.
Transferred to employee file upon termination of term under MTS 0113.

8527 Employment Applications Files
Applications for employment, evaluations and replies.
Destroyed after 3 months, unless renewed, under MTS 0103.

8528 Corporate Training Files
Administration of training including manuals, training aids, and course evaluations.
Destroyed after 2 years or when obsolete or superseded under MTS 0271.

8529 HUMAN RESOURCES
Corporate Equity

Corporate Equity is responsible for developing and administering equal employment opportunity programs.

Records

8530 Corporate Equity Files
Administration of the Equal Employment Opportunity Program.
Destroyed after 2 years with the exception of reports, statistics, and complaints which are destroyed after 2 years under MTS 0272.

MANITOBA TELEPHONE SYSTEM

8531 BUSINESS COMMUNICATIONS

Business Communication directs and coordinates the provision of services, systems and equipment to business customers requiring multi-line and complex telecommunications services.

8532 BUSINESS COMMUNICATIONS
Marketing

Marketing plans and coordinates the introduction of new products and services and develops marketing programs for the services and products supplied to business customers.

Records

8533 Advertisements - Audio Visual Media
Audio and videotape copies of MTS radio and television advertisements.
Transfer to Archives after 10 years under MTS 0136.

8534 Advertising - Phone Centre Displays
Details of advertising displays at MTS Phone Centres. Includes project costs, supplier information, dates of displays, phone centre floor plan and display locations, and display photographs.
Destroyed 3 years after display finished under MTS 0137.

8535 Advertising Section Office Files
Administrative and advertising files including details of placement of all MTS advertising in media, and national advertising campaign schedules coordinated by Telecom Canada. Included are advertising campaign planning and status reports, artwork and layouts, project expenses, and related correspondence.
Destroyed after 5 years (advertising files); destroyed after 2 years (administrative files) under MTS 0138.

8536 Customer Accounts Write-Offs
Customer accounts written-off, and rationale.
Destroyed after 3 years under MTS 0140.

8537 Market Development - Office Files
Destroyed after 2 years under MTS 0141.

8538 Product Management Files
Marketing of all MTS products and services. Includes product descriptions, training materials, market research studies and forecasts, business and product plans, and product performance tracking reports.
Destroyed 3 years after product/service discontinued under MTS 0142.

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8539 Product Planning and Forecasting Files
Enhancement planning and product development including specifications and strategic market plans for new services, reports and feasibility studies concerning implementation and/or evaluation of products/services, and rating information for competitive services such as cellular mobile.
Destroyed after 7 years under MTS 0143.

8540 Sales Support Files
Administrative support to sales staff including manuals, procedures, promotional material, and equipment rental contracts.
Destroyed after 2 years or once superseded with the exception of contracts which are destroyed after 6 years under MTS 0241.

8541 Tracking - Grassroots, 1982-1986
Forecasted and actual revenue for Grassroots usage. Grassroots was a system containing agricultural, statistical and weather databases, commercially accessible on a pay-for-usage basis to customers with computer terminals.
Destroyed after 5 years under MTS 0144.

8542 Market Research and Planning - Office Files
Destroyed after 2 years under MTS 0145.

8543 Market Research Files
Market research reports.
Destroyed once superseded under MTS 0147A.

8544 Network and Customer Services - Planning Files
Planning and provisioning of network and customer services such as mobile services, telephone answering services, and data networking.
Destroyed after 10 years, subject to archival selection, under MTS 0148.

8545 BUSINESS COMMUNICATIONS
Major Accounts

Major Accounts consults with and sells services, systems and equipment to major business customers.

8546 BUSINESS COMMUNICATIONS
Business Sales

Business Sales consults with and sells services, systems and equipment to the smaller multi-line business customers.

Records

8547 General Sales - Office Files
Administrative records and manuals, price lists, technical information, correspondence with manufacturers, and post-sales support.
Destroyed 3 years after service/equipment discontinued with the exception of the administrative records which are destroyed after 2 years under MTS 0253.

8548 Business Customers Records
Telecommunications services and/or equipment supplied to business customers including manuals, orders (purchase, service, work), billing information, and equipment location.
Destroyed once superseded or 1 year after service discontinued under MTS 0254.

8549 Office Information System Sales and Support Files
Office equipment (word processors, computers, telephone sets) sold and customer training.
Destroyed after 3 years under MTS 0255.

8550 BUSINESS COMMUNICATIONS
Engineering

Engineering provides engineering support services to the Business Communications sales and installation groups.

Records

8551 Engineering Section - Office Files
Destroyed after 2 years under MTS 0248.

8552 Engineering Section Customer Records
Engineering services to business customers.
Destroyed once updated or equipment removed from service under MTS 0246.

8553 Engineering Section Operational Files
Forecasting, design, provisioning, and assessment of business communications services and equipment, including special assemblies of products not standard with MTS offerings.
Destroyed variably under MTS 0247.

8554 Building Industry Consulting Services Files
Design of telephone facilities in new and renovated buildings and consulting services to architects and engineers. Includes building and site plans, photographs, specifications, design requirements, building records, practices, and manuals.
Destroyed once work completed and variably under MTS 0250.

8555 Circuit Network Administration System (CNAS) - Computer System
Message and circuit designs, as well as assignment records for facilities and equipment.
Destroyed variably under MTS 0249.

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8556 **BUSINESS COMMUNICATIONS**
Operations

Operations installs and repairs equipment and services provided to business customers.

### Records

8557 Operations - Office Files
Destroyed after 2 years under MTS 0242.

8558 Operations Files
Installation, repair, requisitioning, and transfer of equipment and services provided to business customers and the evaluation of services.
Destroyed variably under MTS 0243.

8559 Installation Work Centres - Office Files
Administrative records and work orders, manuals, and procedures.
Destroyed after 1 year or 6 months with the exception of work orders for capitalized equipment which are destroyed once equipment is withdrawn under MTS 0244.

8560 Repair Work Centres - Office Files
Destroyed after 2 years under MTS 0245.

8561 **BUSINESS COMMUNICATIONS**
Business Networks

Business Networks sells, installs and maintains micro-computer based communications networks.

8562 **BUSINESS COMMUNICATIONS**
Project Control Office

Project Control Office coordinates the timely completion of activities to prepare the System for competition in the business terminal, private line, and message toll markets in Markets.

### Records

8563 Budgets and Results Files
Departmental productivity, expenses and revenue.
Destroyed after 3 years under MTS 0238.

8564 General Staff - Office Files
Destroyed after 2 years under MTS 0239.

8565 Technical Support Files
Installation, maintenance, upgrading and service implementation of voice and data business communications equipment including manuals, catalogues, and working papers.
Destroyed after 2 years or once updated or superseded under MTS 0240.

MANITOBA TELEPHONE SYSTEM

8566 CUSTOMER SERVICES AND DIVERSIFIED OPERATIONS

Customer Services and Diversified Operations directs and coordinates the provision of services, systems and equipment to Winnipeg residential and small business customers.

8567 CUSTOMER SERVICES AND DIVERSIFIED OPERATIONS
Operations and Broadcast Communications

Operations section installs, monitors the performance of, and repairs telecommunications equipment and services for Winnipeg residence and small business customers. Broadcast Communications section is responsible for the provision of telecommunications services, facilities, and equipment to the broadcast and cable television industries.

Records

8568 Assignment Files
Assignment of telecommunications facilities to subscribers and changes thereto including assignment cards, cable and terminal location records, work orders, type of services, subscriber name and telephone number.
Destroyed after 1 year or after service is terminated, superseded or equipment removed under MTS 0236.

8569 Broadcast Industry Files
Initiation, approval and billing of services to radio and television broadcasters, and to cable and closed-circuit television operators.
Destroyed after 6 years or after expiry under MTS 0251.

8570 Broadcast Industry Engineering Files
Design, engineering and maintenance of broadcasting facilities and consulting services to clients. Includes maps, drawings, standards, specifications concerning broadband networks, rights-of way, and Public Utilities Board regulatory information.
Destroyed variably under MTS 0252.

8571 CUSTOMER SERVICES AND DIVERSIFIED OPERATIONS
Marketing Sales and Service

Marketing Sales and Service administers all Winnipeg residential and small business accounts, including requests for services, bill inquiries, and collections.

Records

8572 Final Accounts - Customer Files
Amounts due, and collected from, outstahding accounts including all efforts to collect accounts and any legal action taken.
Destroyed 6 months after disposition is complete with the exception of accounts sent for collection or legal action which are destroyed after 7 years under MTS 0215A.

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8573 Winnipeg Customer Services - Office Files
Administration files and correspondence with customers concerning service, complaints, and billings.
Destroyed variably under MTS 0216.

8574 General Sales - Office Sales
Destroyed after 2 years under MTS 0223.

8575 Customer Line and Service System (CLASS) Project Team Files
Development of CLASS, a project to develop an integrated computer system for all MTS customer records (billing, credit, address, equipment, facilities, installation and repair).
Destroyed 5 years after project completion under MTS 0228.

8576 Customer Services General Staff - Office Files
Administrative and promotional manuals, working papers concerning operator training for operators and service representatives, and service standards.
Destroyed once superseded with the exception of administrative files which are destroyed after 2 years and working papers which are destroyed after 1 year under MTS 0229.

8577 Promotional and Product Information
Product life cycles and promotional campaigns.
Destroyed 1 year after withdrawn from service (product records) and destroyed after 4 years (promotional records) under MTS 0230A.

8578 Subscribers' Files - Business and Residents
Business and residential subscriber information including correspondence, invoices, directory listings, billings, credit and final account information, complaints, calling card details, and daily payment registers.
Destroyed after 6 months with the exception of credit and calling card information which is destroyed once service is terminated and directory and billing information which is destroyed after 1 year under MTS 0235A.

8579 CUSTOMER SERVICES AND DIVERSIFIED OPERATIONS
Customer Services Standard Committee
and Quality

Customer Services Standard Committee and Quality monitors the quality of the equipment and services provided by the Manitoba Telephone System.

Records

8580 Corporate Performance Management Files
Monthly overview of corporate and regional performance and objectives.
Destroyed after 6 years under MTS 0146.

MANITOBA TELEPHONE SYSTEM

8581 CUSTOMER SERVICES AND DIVERSIFIED OPERATIONS
Public Telephone Service

Public Telephone Service is responsible for the provision of public telephone (paystation) services.

8582 CUSTOMER SERVICES AND DIVERSIFIED OPERATIONS
Directory

Directory is responsible for the publication of the MTS telephone directories including the sale of Yellow Pages advertising space.

Records

8583 Advertising Sales Commission Files
Sales commission and bonuses paid to directory sales staff.
Destroyed after 7 years with the exception of manuals which are destroyed once superseded under MTS 0217.

8584 Directory Delivery - Computer System
Index of street names in Winnipeg, Selkirk, Portage la Prairie, Brandon and Dauphin including subscribers' names, delivery address, business/residence code, directory quantity, and base rate.
Continuously updated (master electronic file); destroyed variably (input and output) under MTS 0218.

8585 Directory White Pages - Computer System
Residential, business, and government listings including name, address, telephone number for provincial directories.
Continuously updated (master electronic file); destroyed variably (input and output) under MTS 0219.

8586 Directory Yellow Pages - Computer System
Yellow pages listing including names, addresses, telephone numbers, and classified headings and related contracts.
Destroyed variably (input and output) under MTS 0220.

8587 Directory Administration - Office Files
Directory administration including artwork, delivery tenders, directory production and sales records, trade mark monitoring, customer complaints, and copies of directories.
Destroyed variably under MTS 0221.

8588 Directory Marketing - Office Files
Directory advertising and sales including artwork, trademark logs, market research, and advertising standards.
Destroyed variably under MTS 0222.

8589 NETWORK SERVICES

Network Services directs all aspects of the Manitoba Telephone System's telecommunications network.

MANITOBA TELEPHONE SYSTEM

Records

8590 Budgets and Results Files
Background material concerning productivity and time measurement, cost of labour and material, cost of implementing service changes and forecasts of service requirements.
Destroyed variably under MTS 0314.

8591 NETWORK SERVICES
Network Engineering

Network Engineering is responsible for planning, designing and provisioning the telecommunications network including central office and power equipment.

Records

8592 Network Engineering (Provincial) - Office Files
Destroyed after 2 years under MTS 0205.

8593 Central Office Logs
Commands used by central office staff to maintain switches (devices to open/close circuits) as well as a listing of annoyance traces on subscriber lines including calling and called numbers.
Destroyed after 3 months under MTS 0124A.

8594 Traffic Administration
Measurements of the use of central office equipment and facilities.
Destroyed after 3 months under MTS 0123.

8595 Network Fundamental Plans Files
Network planning undertaken in conjunction with Telecom Canada including manuals, discussion papers, technical reports, network research and evaluation reports, and minutes of Network Development Committee and sub-committees. Plans consider subjects such as data networks, fibre optic provisioning, satellite network planning, major customer provisioning, and integrated services digital network.
Destroyed variably under MTS 0150.

8596 Network Engineering - Office Files
Destroyed after 2 years or until superseded or obsolete (manuals/directives) under MTS 0156.

8597 Data Communications Standards Files
Evaluation of data communications equipment, supporting information relating to standards for data/computer communications equipment and protocols. Also includes proprietary technical information from manufacturers.
Destroyed after 15 years or until updated under MTS 0157.

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8598 **Network Current Plans Files**
Communications network plans including manuals, specifications, outside plant maps, status and technical reports, meeting minutes concerning subjects such as major customer provisioning, cellular mobile, current switching plans. Also includes area plans and drawings of Winnipeg and Provincial wire centres. A wire centre is a geographical area covered by a central switching centre.
Destroyed 5 years after plan implemented, subject to archival selection, under MTS 0161.

8599 **Development Forecasting Files**
Telecommunication services plannng and recommendations for the expansion of existing services and for the establishment of new telephone service boundaries. Records include planning forecasts, terminal statistics and capacity and utilization reports; telephone service boundary files containing boundary maps and base rate maps; housecount maps, exchange maps; building permits and correspondence with municipalities; terminal and line statistics; and analysts working papers.
Destroyed variably under MTS 0208A.

8600 **Network Engineering Files (Winnipeg)**
Planning, provisioning and administration of the long distance and data networks (Winnipeg and MTS Telecom portions). Planning files include manuals, suppliers' quotations, drawings related to the forecasting and planning of systems and facilities such as fibre optic cable and microwave radio. Provisioning files include manuals, reports, manuals, drawings, estimates, specifications, catalogues, purchase orders, and correspondence concerning all supervisory duties concerning the Winnipeg and Telecom Canada network.
Destroyed after 5 years under MTS 0209.

8601 **Network Engineering (Winnipeg and Telecom) - Office Files**
Destroyed after 2 years under MTS 0210.

8602 **Drafting Services Files**
Visual record of equipment installations, cable placements, site locations and easements, and assemblies used in tendering and manufacturing of equipment.
Destroyed once superseded under MTS 0203.

8603 **Network Planning Files**
Planning of the provincial telecommunications network including reports, manuals, catalogues, maps, drawings, training materials, schedules, concerning network development. Projects include central dial office planning and switch capacity reports.
Destroyed variably under MTS 0204.

8604 **Power Files**
Power provisioning of equipment in MTS central offices including manuals, catalogues, specifications, drawings, and correspondence.
Destroyed once superseded with the exception of correspondence and working papers which are destroyed after 2 years under MTS 0206.

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8605 Elie Fibre Optic Project Files, 1978-1987
Project coordination including marketing, economic and equipment evaluation reports, estimate and cost data, minutes, supporting and reference information and related correspondence. The Elie Fibre Optic Project was undertaken in association with Communications Canada to determine the feasibility of using fibre optic cable to transmit voice, data, video, and cable TV in a rural residential environment.
Transferred to Archives after 5 years under MTS 0149.

8606 Local and Toll Call Network Provisioning and Administration Files
Network use and planning, and assignment of equipment.
Destroyed variably under MTS 0201.

8607 Traffic Engineering - Office Files
Destroyed after 2 years under MTS 0202.

8608 Emergency Power Data Files
Efficiency of batteries used to provide emergency power to the telecommunications network. Includes battery tests, performance and capacity records, emergency procedures, contact lists, and instruction and maintenance manuals.
Destroyed once updated with the exception of battery tests which are destroyed after 2 years under MTS 0193.

8609 Estimate and Keep Cost Order Files
Work undertaken concerning installation/retirement of equipment in all central offices including contracts, work orders, and details of all associated costs and authorizations.
Destroyed after 10 years (paper copy) and after 50 years (microfilm copy) under MTS 0194.

8610 Equipment Records
Equipment history and value in all central offices.
Destroyed after 50 years (microfilm copy) and 6 months after equipment removed from service (non-microfilmed forms) under MTS 0195.

8611 General Staff - Office Files
Destroyed after 2 years (administration files); destroyed after 3 years (personnel administration files); and destroyed after 5 years (financial administration files) under MTS 0196.

8612 Operational Support Files
Correspondence, manuals, catalogues, minutes, drawings, concerning central office and toll switch performance, equipment installation, test and maintenance procedures, technical instructions, network planning, joint use and service agreements, and Telecom Canada reports.
Destroyed after 3 years with the exception of Telecom reports which are destroyed after 10 years and manuals and catalogues which are destroyed once superseded under MTS 0198.

MANITOBA TELEPHONE SYSTEM

8613 Schematic Drawings and Site Files
Specifications, manuals, schematic drawings of relay rack, equipment installations, and floor plans for MTS dial offices and radio sites.
Destroyed after 5 years (paper copy) and after facility is withdrawn from service (microfilm) under MTS 0199.

8614 Chief Engineer's Stock Control (Microfilm Copy)
Inventory and audit trail of equipment removed from service and warehoused for future use.
Destroyed when operational requirements are met under MTS 0232 and MTS 0192.

8615 NETWORK SERVICES
Systems Engineering

Systems Engineering is responsible for planning, designing and setting standards for switching and transmission systems.

Records

8616 Special Projects Files, 1983-1986
Special projects done under contract to MTX including expenditure records, invoices, payment records, correspondence concerning the sale of MTS technology and the provision of consulting and training services to other companies.
Destroy after 10 years under MTS 0139.

8617 Transmission Engineering Files
Provisioning, maintenance and performance of network transmission facilities including manuals, specifications, drawings, test procedures and results. Transmission facilities include wire, fibre optic cable or radio waves for dispatching signals or messages.
Destroyed once superseded or completed with the exception of test results which are destroyed after 7 years under MTS 0207.

8618 Regulatory Organizations Files
Activities of national and international organizations regulating radio and telecommunications, and MTS input through Telecom Canada. Includes reports, standards, and specifications concerning the coordination and regulation of radio and telecommunications technologies, such as Integrated Services Digital Network on a national and/or international level.
Destroyed after 5 years under MTS 0151.

8619 Research Theses
University theses and research papers regarding the telecommunication industry.
Destroyed after 2 years under MTS 0152.

MANITOBA TELEPHONE SYSTEM

8620 Technology Consulting and Design Files
Consulting and design assistance to MTS departments, as well as technical assistance to MTS by outside consultants. Consulting files include requests for consultation and reports. Design files include specifications for design of new devices such as auto diallers, and prototype evaluation and acceptance reports. Supporting files include suppliers catalogue and manuals.
Destroyed 2 years after project terminated with the exception of supporting files which are destroyed after project terminated under MTS 0153.

8621 Technology Development - Office Files
Administration and network planning operations.
Destroyed after 2 years (administrative files); destroyed after 10 years (operational files) under MTS 0154.

8622 Technology Evaluation Files
Evaluation of telecommunication technologies, proposed MTS standards, discussion papers relating to technical evaluation and development of new technologies including cordless telephones, mobile interconnection and cellular telephones, mobile satellite services, paging systems.
Destroyed after 7 years under MTS 0155.

8623 Network Standards Files
Administration and monitoring of network standards. Standards files include: technical manuals; supplier/manufacturer information such as specifications; standards for network electrical protection, for transmission design, and for network equipment and installations. Supporting information includes material forecasts and reference manuals.
Destroyed once obsolete or superseded with the exception of standards files which are destroyed 15 years after equipment or installation is withdrawn from service under MTS 0158.

8624 Technical Practices Library
Reference source for the repair and maintenance of system networks. Includes proprietary information concerning equipment and/or systems, technical practices, and manuals by MTS, Bell Canada and suppliers.
Destroyed once cancelled under MTS 0162.

8625 Operational Systems Files
Evaluation of computerized equipment including MTS requests for proposals and supplier responses, submissions to MTS Executive relating to recommendations for the acquisition/use of Operational Systems equipment. Operational Systems monitor and/or measure the performance of network components, analyze the information received, and exercise varying degrees of automatic control.
Destroyed after 15 years or after equipment/system is withdrawn from service under MTS 0159.

MANITOBA TELEPHONE SYSTEM

8626 Switching and Customer Standards Files
Standards for all switching and customer equipment including reference and technical manuals, test analysis results, standards, specifications, supporting documentation and related correspondence concerning acceptable standards for MTS test, terminal, central office, toll and local switching equipment.
Destroyed after 15 years or after equipment/system withdrawn from service under MTS 0160.

8627 Laboratory - Office Files
Destroyed after 2 years under MTS 0197.

8628 NETWORK SERVICES
Operator Services

Operator Services provides operator assisted communication services including long distance, directory assistance and message relay services.

Records

8629 Operator Services - Office Files
Destroyed variably under MTS 0231.

8630 Operator Manager Training Files
Training procedures for Winnipeg and Regional offices.
Destroyed once equipment removed from service under MTS 0233.

8631 NETWORK SERVICES
Network Operations

Network Operations operates and maintains the central offices and operates the Provincial Service Control Centre which monitors the efficient operation of the total network.

Records

8632 Operations - Office Files
Destroyed variably under MTS 0214.

8633 Central Office - Office Files
Destroyed after 2 years under MTS 0188.

8634 Network Provisioning Files
Provisioning and administration of the provincial telecommunications network including manuals, practices, drawings, project schedules, tracking logs, and configurations for digital switches.
Destroyed after 2 years with the exception of manuals, specifications, drawings and configurations which are destroyed once superseded or withdrawn from service under MTS 0234.

MANITOBA TELEPHONE SYSTEM

8635 Central Repair Control - **Computer System**
Purchase, inventory, use of plug-in maintenance spares and repairs thereto. Includes parts orders and repair histories.
Continuously updated (master electronic file); destroyed variably (input and output) under MTS 0185A.

8636 Central Repair - **Office Files**
Destroyed after 2 years under MTS 0186.

8637 Cutover Project Files
Minutes of Cutover Committee, and records concerning planned, current, and completed cutover projects (transfer of a facility from one circuit or system to another, or the introduction of new central office).
Destroyed 2 years after cutover is completed under MTS 0187.

8638 Central Office Operational Files
Installation, operation and maintenance of all equipment. Includes manuals, suppliers' catalogure, practices, specifications, drawings, software, work orders, and maintenance of central office equipment (switching system and related equipment providing phone service for customers in the adjacent area).
Destroyed when equipment is removed form service with the exception of work orders which are destroyed after 3 months under MTS 0189.

8639 Provincial Service Coordination Centre - **Office Files**
Destroyed after 2 years under MTS 0190.

8640 Centralized Automated Loop Reporting System - **Computer System**
Testing of transmission and terminal problems.
Continuously updated (master electronic file); destroyed variably (input and output) under MTS 0213.

8641 Provincial Service Coordination Centre - **Office Files**
Network surveillance and efforts to prevent abnormal and threatening conditions. Includes procedure manuals, condition and trouble reports from switching systems, switch performance results, and performance reports.
Destroyed variably under MTS 0191.

8642 Mechanized Intercept Directory Assistance - **Computer System**
Customer number listings by category (government, residential, business and emergency).
Continuously updated (master electronic file); destroyed variably (input and output) under MTS 0200.

8643 **NETWORK SERVICES**
Outside Plant and Equipment Installation Services

Outside Plant and Equipment Installation Services designs, constructs and maintains outside plant facilities in Winnipeg and installs central office and other major telecommunication system equipment throughout the Province.

## MANITOBA TELEPHONE SYSTEM

### Records

8644 Cable Test Files
Testing and maintenance of all MTS cables including cable cards, specifications, manuals, maps, work orders, estimates and work orders concerning cable, cable pair, and manhole locations, and monitoring of air pressure on pressurized cable systems.
Destroyed after 2 years or once revised or completed under MTS 0237.

8645 Equipment Installation - Office Files
Suppliers catalogues, circuit descriptions, tracking logs for tool and test equipment usage, records of equipment sent for repair or calibration.
Destroyed once superseded (manuals); destroyed after 1 year (operational files); destroyed after 2 years (administrative files) under MTS 0173.

8646 Equipment Installation Work Order Files
Work orders, equipment requirement lists, specifications, and drawings for installation work. Also includes work tracking log and shipping memos for equipment from warehouse to job.
Destroyed after 2 years with the exception of shipping memos which are destroyed after 1 year under MTS 0174.

8647 Equipment Tests Files
System performance specifications for all equipment and testing results.
Destroyed 2 years after test completed under MTS 0175.

8648 Damaged Buried Cable Reports
Damage report including date reported, action taken, cause, and field sketches.
Destroyed after 10 years under MTS 0176.

8649 Outside Plant Engineering - Office Files
Destroyed once superseded (manuals); destroyed after 5 years (operational files); destroyed after 2 years (administrative files) under MTS 0177.

8650 Outside Plant Facilities Records
Location and type of outside plant facilities including legal plans, property surveys, schematic drawings, location/installation maps of all equipment such as underground and aerial cables, conduits, manholes, and cable terminals.
Destroyed after facility removed from service, or annually once updated, under MTS 0178.

8651 Outside Plant Planning Files
Forecast and actual growth of outside plant facilities, and the planning of further development.
Destroyed once superseded (maps and drawings); destroyed 5 years after plan implemented (report) under MTS 0179.

## MANITOBA TELEPHONE SYSTEM

8652 **Permits and Agreements Files**
Joint use agreements and permits issued by regulatory authorities. Includes: agreements with other utility and cable TV companies; permits for pipeline and railway crossings and for excavations in the City of Winnipeg; and buried cable and conduit plans approved and signed by the City of Winnipeg.
Destroyed 7 years after expiration (originals); destroyed after expiration (copies) under MTS 0180.

8653 **Work Order Files**
Construction, installation, and repair on facilities such as underground cables and conduits. Includes current and completed work orders, costing information, estimates, specifications, test and inspection reports, working papers. Also includes related correspondence between MTS and regulatory bodies, the City of Winnipeg, cable TV and other utility companies, and various developers.
Destroyed variably under MTS 0181.

8654 **Winnipeg Construction - Office Files**
Destroyed variably under MTS 0182.

8655 **Winnipeg Construction Work Order Files**
Initiation and tracking of construction work in Winnipeg. Includes work orders, reports concerning the status of construction work such as cable laying and conduit pressurization, tracking logs, as well as drawings and maps of construction locations.
Destroyed 2 years after work order completed under MTS 0183.

8656 **Heavy Equipment Contract Administration**
Contract specifications, notices of tender, tender received and rental contracts. Also includes assessments of contractors' performance and correspondence with the Workers' Compensation Board and the Manitoba Motor Transport Board concerning contractor status.
Destroyed variably under MTS 0184A.

### 8657 REGIONS

Three general Regions administer the provision of all MTS telephone services in their respective territories. This includes all customer contact and the installation and maintenance of services, networks and equipment.

The Eastern Region, headquartered in Selkirk, has area management offices at Steinbach, Morden, Portage and Selkirk. The Northern Region, headquartered at Thompson, has area management offices at The Pas and Thompson. The Western Region, headquartered in Brandon, has area management offices at Dauphin and Brandon.

#### Records

8658 **Regional Vice President - Office Files**
Transferred to Archives after 2 and 5 years with the exception of administrative records which are destroyed after 2 years under MTS 0307.

MANITOBA TELEPHONE SYSTEM

8659 Regional - Office Files
Destroyed after 2 years under MTS 0280.

8660 Regional Assignment Files
Assignment of the telecommunications facilities to subscribers and changes thereto.
Destroyed after 2 years or after superseded or completed under MTS 0281.

8661 Regional Budgets and Results
Operating budget and requirement forecasting.
Destroyed after 3 years under MTS 0282

8662 Business Office and Phone Centre Files
Activities of business offices and phone centres in Manitoba including customer records (billing, complaints, premium service requests), cash records, telephone sales/promotions, gift certificates, and collection agency contracts.
Destroyed variably under MTS 0283.

8663 Regional Central Office Operational Files
Installation, operation, maintenance of switching equipment in the each regional central office. Includes schematic drawings, specifications, work orders, manuals, catalogues, condition reports. Each central office houses the switching system and related equipment for customers in the immediate area.
Destroyed variably under MTS 0284.

8664 Regional Construction Files
Initiation and tracking, of construction work undertaken and related equipment rentals.
Destroyed variably under MTS 0285.

8665 Regional Control Centre Files
Network conditions including work scheduling and monitoring, time sheets, reports, work orders, material movement, test records, and rental contracts for construction equipment.
Destroyed after 1 year or after all work completed under MTS 0286.

8666 Regional Final Accounts - Customer Files
Amounts due, and collected from, outstanding accounts including all efforts to collect accounts and any legal action taken.
Destroyed 6 months after disposition is complete with the exception of accounts sent for collection or legal action which are destroyed after 7 years under MTS 0287.

8667 Regional Financial Administration Files
Invoices, requisitions, payment authorizations, and estimates working papers.
Destroyed after 2 years under MTS 0288.

8668 Regional General Manager - Bank Account Files
Bank statements, logs, and cancelled cheques.
Destroyed after 6 years under MTS 0289.

MANITOBA TELEPHONE SYSTEM

8669 Regional Installation and Repair Files
Installation, maintenance, repair, removal, of equipment.
Destroyed variably under MTS 0291.

8670 Regional Material Management Files
All movement of material including: supply, expense, stock requisitions; movement reports; and supply agreements.
Destroyed after 3 years under MTS 0292.

8671 Regional Network Planning Files
Planning of the regional telecommunications network including reports, manuals, catalogues, maps, drawings, training materials, and schedules. May include project reports concerning such issues as individual line service, switching capacity, and planning forecasts.
Destroyed after 2 years or once completed or updated under MTS 0293.

8672 Regional Operator Services Files
Administrative and training records including manuals, training aids and assessments. Also includes cassette tapes of emergency calls and dispositions.
Destroyed variably under MTS 0294.

8673 Regional Outside Plant Work Order Files
Construction and installation of outside plant facilities and underground cables and conduits. Includes estimates, costs, work orders, and specifications.
Destroyed variably under MTS 0295.

8674 Regional Outside Plant Facilities Records
Location and description of all outside plant facilities including schematic drawings, maps, installation details such as aerial cables.
Destroyed once updated or facility is removed from service under MTS 0296.

8675 Regional Outside Plant Planning Records
Development of outside plant facilities.
Destroyed 5 years after plans implemented under MTS 0297.

8676 Regional Permits and Agreements Files
Joint use agreements with other utilities and cable companies, right-of-way agreements with Manitoba Hydro and other utilities, buried cable and conduit plans, and permits for pipelines and railway crossings, and excavations.
Destroyed 6 years after expiry with the exception of right-of-way agreements which destroyed once expired under MTS 0298.

8677 Regional Personnel Administration Files
Personnel policies and procedures.
Destroyed after 2 years under MTS 0299.

8678 Regional Promotional and Product Information Files
Product life cycles and promotional campaigns.
Destroyed 1 year after withdrawn from service (product records) and destroyed after 4 years (promotional records) under MTS 0300.

MANITOBA TELEPHONE SYSTEM

8679 **Regional Public Relations Files**
Regional public relations including descriptions of MTS products, and local public relations activities such as parades and presentations.
Destroyed after 2 years under MTS 0301.

8680 **Regional Real Estate Files**
Maintenance of corporate buildings and properties (owned or leased), including leases, schematic drawings of utility systems, maintenance and inspection reports, snow removal, helicopter and service contracts and utility billing reports.
Destroyed variably under MTS 0302.

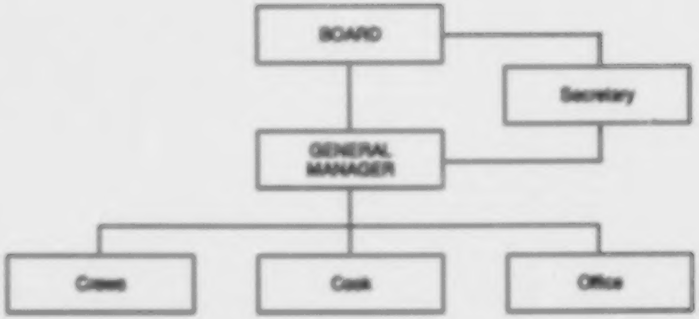
8681 **Regional Sales and Service Files**
Sales (business and mobile) and service (phone power, pay telephones, fire and emergency dispatch) records.
Destroyed variably under MTS 0303.

8682 **Regional Subscribers' Files - Business and Residence**
Subscriber information including directory listings, business and residential subscriber information including correspondence, invoices, directory listings, billings, credit and final account information, complaints, calling card details, and daily payment registers.
Destroyed after 6 months with the exception of credit and calling card information which is destroyed once service is terminated and directory and billing information which is destroyed after 1 year under MTS 0304.

8683 **Regional Technical Practices Library**
Reference material for system networks repair and maintenance.
Destroyed once superseded under MTS 0305.

8684 **Regional Vehicle Management Files**
Inventory, operation, maintenance of MTS vehicle and automotive equipment including fuel consumption, vehicle specifications, credit cards assigned, accident reports, and capital costs.
Destroyed variably under MTS 0306.

MOOSE LAKE LOGGERS LTD.


BOARD
Secretary
GENERAL MANAGER
Crews
Cook
Office

## MOOSE LAKE LOGGERS LTD.

8750 Moose Lake Loggers Ltd. was established as a Crown corporation in 1971 to provide an economically viable logging operation in the Moose Lake area. The company harvests sawlogs and pulpwood for sale to Repap Manitoba Ltd. in The Pas and trains local residents, mostly native people from Moose Lake, in all facets of commercial logging. Its objective is to eventually turn over the management of the company to local residents.

The company is managed by a Board of Directors and reports to the Minister of Northern Affairs.

8751 Applications for access to the records of Moose Lake Loggers may be sent to the Access Coordinator:

Freedom of Information
Access Coordinator
Moose Lake Loggers Ltd.
200 - 500 Portage Avenue
Winnipeg
R3X 3X1
Ph: 945-2525

Arrangements for examining records and for obtaining photocopies may be made through the Access Coordinator.

All government offices are listed by community at the end of the Access Guide green pages.

8752 The Access Officer for Moose Lake Loggers is:

General Manager
Moose Lake Loggers Ltd.
The Pas
R9A 1R9

### 8753 BOARD OF DIRECTORS

The Board of Directors is appointed for an indefinite term by the Minister and is composed of both local and government representatives. The Board is responsible for the overall operation, management, and planning for the company.

#### Records

8754 Board of Directors - Minutes
Minutes, By-Laws and Letters Patent
Mandate and deliberations of the Board.
Transferred to Archives after 5 years under MLL 0001.

MOOSE LAKE LOGGERS LTD.

8755 SECRETARY TO THE BOARD OF DIRECTORS

A Secretary to the Board of Directors is appointed by the government to provide administrative and management support. The secretary also ensures communication between the Board of Directors and the General Manager.

Records

8756 Secretary Treasurer - Office Files
Financial administration of the Corporation and communication with the government and the private sector. Includes budget records, Treasury Board and Cabinet submissions, owner/operator equipment contracts and consulting contracts, reforestation records, invoices, and personnel records.
Destroyed after 7 years with the exception of corporate business plans, correspondence with the Minister and Deputy Minister, and financial statements which are transferred to the Archives after 7 years under MLL 0002.

8757 GENERAL MANAGER

The General Manager is hired by, and is directly accountable to, the Board of Directors for the overall management of the company. Direction is provided to staff in all the operational, training, and administrative functions performed by the company.

Records

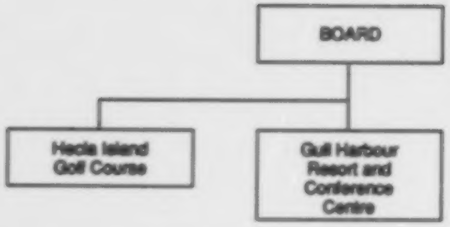
8758 Moose Lake Loggers - Office Files
Destroyed 7 years after closure under MLL 0003.

8759 Employee Files
Destroyed 60 years after closure under MLL 0004.

8760 General Ledger
Transferred to Archives 2 years after closure under MLL 0005.

8761 Time Statements and Payroll Records
Employees' time worked, deductions, wages, and benefits.
Destroyed after 10 years with the exception of the payroll journal which is destroyed after 60 years under
MLL 0006.

# VENTURE MANITOBA TOURS


BOARD
Hecla Island Golf Course
Gull Harbour Resort and Conference Centre

## VENTURE MANITOBA TOURS LIMITED

8850 Venture Manitoba Tours Limited was established in 1971, and is responsible for the operation of the Gull Harbour Resort and Conference Centre and the Hecla Island Golf Course.

8851 Applications for access to the records of Venture Manitoba may be sent to the Access Coordinator:

Freedom of Information
Access Coordinator
Venture Manitoba Tours Ltd.
500 - 191 Broadway
Winnipeg
R3C 4B2
Ph: 945-4170

Arrangements for examining records and for obtaining photocopies may be made through the Access Coordinator.

All government offices are listed by community at the end of the Access Guide green pages.

8852 The Access Officer for Venture Manitoba Tours Ltd. is:

Chief, Operational Support
Manitoba Natural Resources
500 - 191 Broadway
Winnipeg
R3C 4B2

### 8853 BOARD OF DIRECTORS

The Board of Directors consists of twelve members appointed by the Minister of Natural Resources. The Board is responsible for administering the corporation.

Internal Indexes: File Plans.

Records

8854 Board Minutes and Meeting Records
Deliberations and decisions of the Board of Directors.
Transferred to Archives after 10 years under VM 0008.

8855 Legal Files
Corporate strategic planning, market analyses, contracts, insurance quotes and policies, claims for liens, and leases.
Destroyed after 6 years, with the exception of contracts which are destroyed 6 years after expiry under VM 0007.

VENTURE MANITOBA TOURS LIMITED

8856 Financial Records
Receipts, expenditure, account administration and audit.
Destroyed after 7 years, subject to archival selection of auditors' reports and financial statements under VM 0011.

8857 M.S. Lord Selkirk Cruise Ship Files, 1969-1977
Operations of the cruise ship, a property of Venture Manitoba Tours, from 1969 to 1977 including cruises, reservations, purser's reports, financial statements, purchase records, inventories, entertainment files, construction, blueprints, and advertising.
Destroy immediately, subject to archival selection, under VM 0009.

8858 M.S. Lord Selkirk Cruise Ship - Payroll and Employee Files
Destroyed after 60 years under VM 0013.

8859 HECLA ISLAND GOLF COURSE

The Hecla Island Golf Course is an eighteen hole course adjacent to the Gull Harbour Resort and Conference Centre.

8860 GULL HARBOUR RESORT AND CONFERENCE CENTRE

The Gull Harbour Resort and Conference Centre is located at the northern end of Hecla Island and operates on a year- round basis.

Records

8861 Gull Harbour Resort - Operating Files
Administration of Gull Harbour Resort including reservations, manager's reports, purchasing records.
Destroyed after 4 years under VM 0001.

8862 Gull Harbour Resort - Marketing Convention Files
Potential and actual conventions, and group bookings including details of requirements.
Destroyed after 3 years under VM 0006.

8863 Gull Harbour Resort - Special Functions
Arrangements for special functions.
Destroyed after 10 years under VM 0010.

8864 Gull Harbour Resort - Questionnaires
Questionnaires completed by guests concerning the facilities and services of the resort.
Destroyed after 1 years, subject to archival selection, under VM 0004.

8865 Gull Harbour Resort - Inventories
Inventory of all supplies, and goods for sale.
Destroyed after 2 years under VM 0002.

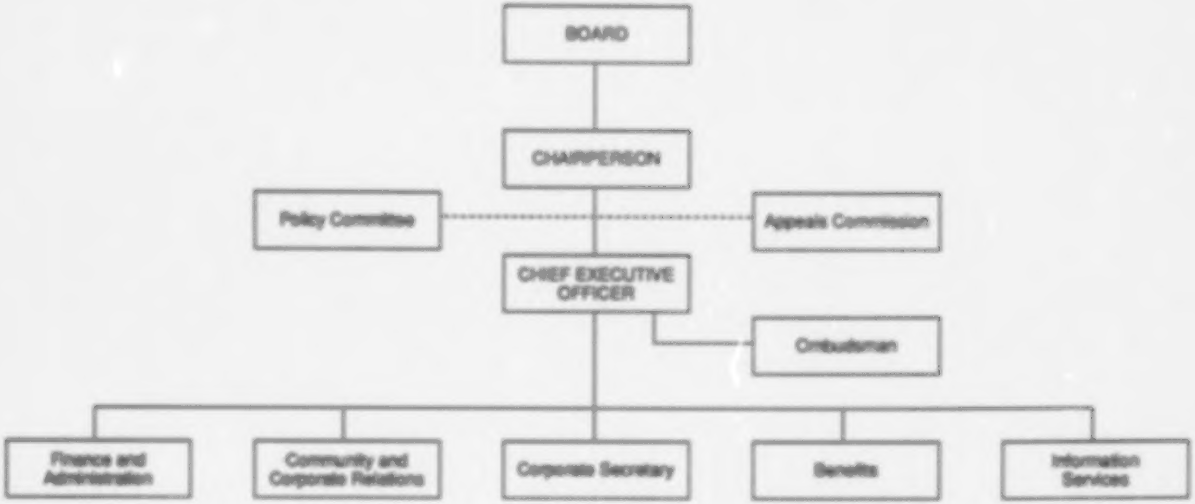
VENTURE MANITOBA TOURS LIMITED

8866 Gull Harbour Report - Daily Audits
All daily revenue transactions.
Destroyed after 2 years under VM 0005.

8867 Gull Harbour Resort - **Employee Files**
Destroyed 50 years after closure under VM 0003.

8868 Gull Harbour Resort - Payroll Files
Attendance and earnings of staff.
Time Cards and Summary Forms are destroyed after 10 years with the exception of computer printouts from COMCHEQ which are destroyed after 60 years under VM 0012.

# WORKERS COMPENSATION BOARD OF MANITOBA


BOARD
CHAIRPERSON
Policy Committee
Appeals Commission
CHIEF EXECUTIVE OFFICER
Ombudsman
Finance and Administration
Community and Corporate Relations
Corporate Secretary
Benefits
Information Services

Send Applications to Access Guide 8951

## WORKERS COMPENSATION BOARD

8950 The Workers Compensation Board was established by The Workers Compensation Act in 1916-1917. The Act provides compensation benefits to workers, who as a result of their employment, are injured or who contract an industrial disease. Benefits may be provided for medical aid, temporary or permanent disability, or fatality. The Board is responsible for administering this legislation by adjudicating and administering claims, establishing entitlements, providing vocational rehabilitation services to claimants, and recovering the cost of compensation from employers through an employer classification and assessment system.

There are three adjudicative levels within The Workers Compensation Board. The first is at the initial adjudication level, the second at the Review Office level, and final appeals are heard by the Appeal Commission. The Appeal Commission is a group of four Commissioners and 11 part-time Commissioners recommended for appointment by the Minister Responsible for The Workers Compensation Act.

The Board of Directors is also appointed by the Lieutenant-Governor and consists of a Chairperson and nine Directors. The Board of Directors considers and approves administrative and policy matters but does not become involved in the claims appeal process.

The Workers Compensation Board also provides administrative support to the Criminal Injuries Compensation Board.

8951 Applications for access to the records of the Workers Compensation Board may be sent to the Access Officer:

Freedom of Information
Access Officer
Workers Compensation Board
333 Maryland Street
Winnipeg
R3C 1M2
Ph: 786-8395

Arrangements for examining records and for obtaining photocopies may be made through the Access Officer.

All government offices are listed by community at the end of the Access Guide green pages.

8952 The Access Officer for the Workers Compensation Board is:

Administrative Assistant to the Corporate Secretary
Workers Compensation Board
333 Maryland Street
Winnipeg, Manitoba
R3C 1M2

WORKERS COMPENSATION BOARD

## 0953 BOARD OF DIRECTORS

The Board of Directors is composed of the Chairperson of the Board, three part-time Directors representative of the Public Interest, three part-time Directors representing industry and three part-time Directors representing labour. The Board of Directors has the authority to adopt new policy, approve the budget, approve major expenditures, set assessment rates and consider and decide all matters referred to it by the Policy Committee.

Internal Indexes: Board of Commissioners - Minutes - Subject Index; Board of Commissioners - Orders - Index.

Records

0954 Directors - Office Files
Destroyed after 5 years under WCB 0007.

0955 Chairman's Office Records
General Administration of The Workers Compensation Act and The Criminal Injuries Act.
Transferred to Archives after 5 years or at the end of office tenure if earlier under WCB 0001.

0956 Board of Directors - Minutes
Deliberations and decisions of the Board (administrative).
Transferred to Archives after 10 years under WCB 0005.

0957 Board of Directors - Hearings
Transcripts of Board Hearings.
Transferred to Archives after 10 years under WCB 0003.

0958 Board of Directors - Orders
Decisions of the Board (administrative).
Transferred to Archives after 10 years under WCB 0004.

## 0959 POLICY COMMITTEE

The Policy Committee is composed of the Chairperson of the Board and equal numbers of Directors representative of workers, employers, and the public interest elected by the Board. The Chief Executive Officer is a non-voting Committee member. The Policy Committee considers policy issues, budget matters, major expenditure, assessment rates and other administrative issues. It also considers proposals made by the Administration and determines which proposals should be brought forward to the Board of Directors for approval.

## 0960 APPEALS COMMISSION

The Appeal Commission is composed of a Chief Appeal Commissioner, three Commissioners (one representing labour, one representing industry and

8960 one representing the public interest, as an alternate presiding officer)
contd and 11 part-time Commissioners who are appointed by the Lieutenant-Governor in Council. The Commission is an independent body which considers appeals of prior adjudicative level decisions. It is a final level of appeal and may hear cases dealing with the following issues: acceptance of claim, on-going disability or rehabilitation benefits, permanent partial disability awards, assessment rates, assessment clarifications, and any other adjudicative decision which a claimant or an employer may wish to appeal.

## 8961 CHIEF EXECUTIVE OFFICER

The Chief Executive Officer is responsible for the on-going administrative operations of the Board.

## 8962 WCB FAIR PRACTICES ADVOCATE

The Workers Compensation Board Fair Practices Advocate is an independent and non-partisan officer of the Board. The Fair Practices Advocate investigates specific complaints from the public regarding administration with the authority to make recommendations and publicize administrative actions. The services of the Fair Practices Advocate are available to all members of the public including employers and claimants.

## 8963 FINANCE AND ADMINISTRATION

Finance and Administration monitors and reports on the financial activities of the Board. It develops budgets and cashflow forecasts, and monitors the Board's investment portfolio. It is also responsible for operational support services, such as space planning, maintenance, mailroom staff, purchasing, payroll, and building security. Finance and Administration also includes the Assessment Branch which registers employers, collects annual assessments, audits firms, and classifies industry.

Records

8964 Executive Director - Office Files
Financial supervision and stewardship of Workers Compensation funds investments, establishment of rates, disability pensions, and assessments of registered employers.
Destroyed after 10 years, with the exception of records relating to investments and pensions which are destroyed after operational need is terminated under WCB 0009.

8965 Director, Operational Analysis - Office Files
Transferred to Archives after 10 years under WCB 0008.

Send Applications to Access Guide 8951

## WORKERS COMPENSATION BOARD

8966 Manager, Accounting - Office Files
Transferred to Archives after 5 years under WCB 0015.

8967 Legal Documents
Leases, issues, service contracts, and insurance policies on buildings and properties.
Destroyed 7 years after expiry or termination under WCB 0031.

8968 Self-Assured Statements
Insurance paid by self-assured employers who are not assessed at a rate, but instead pay dollar-for-dollar plus an administrative fee.
Destroyed after 10 years under WCB 0023.

8969 Investment Records
All Board investments and evidence of administration and value including both matured and current investments.
Transferred to Archives after closure under WCB 0012.

8970 Investment Ledger
Investment type, duration, amount and maturity date.
Transferred to Archives after 10 years under WCB 0020.

8971 General Ledger
All Board receipts and expenditures.
Transferred to Archives after 10 years under WCB 0022.

8972 Cash Ledger
Transferred to Archives after 10 years under WCB 0019.

8973 Supplier Invoices - Accounts Payable
Destroyed after 7 years under WCB 0026.

8974 Cheque Registers
Transferred to Archives after 10 years under WCB 0025.

8975 Cancelled Cheques
Destroyed after 7 years under WCB 0024.

8976 Expenditure Ledger (Daily)
Claims costs associated with each registered employer and costs associated with the administration of claims.
Transferred to Archives after 10 years under WCB 0021.

8977 Payroll Ledgers
Transferred to Archives after 20 years under WCB 0018.

8978 Compensation Statistics
Costs of compensation payments, including medical payments.
Transferred to Archives after 10 years under WCB 0030.

8979 Assessment - Office Files
Destroyed after 5 years under WCB 0037.

## WORKERS COMPENSATION BOARD

8980 Employer Register
Names of registered employers (both cancelled and active).
Destroyed once superseded under WCB 0034.

8981 Employer Register - Daily Update
Names and addresses of registered employers.
Destroyed after 1 year under WCB 0035.

8982 Employer Files
Employers registered with the Board.
Includes: total payrolls; notice of assessment, and Board decisions on classification and assessment of employers.
Destroyed 15 years after last recorded activity on file under WCB 0032A.

8983 Index to Employers
Names of registered employers (cancelled and active) and file number.
Destroyed after 10 years following cancellation of registration under WCB 0033.

8984 Suspense Files
Communication between the Board and employers regarding registration requirements.
Destroyed after 1 year under WCB 0036.

8985 Assessment Committee Decisions
Committee decisions concerning specific employers, for example rates, classification, and penalties.
Transferred to Archives after 7 years under WCB 0038.

## 8986 COMMUNITY AND CORPORATE RELATIONS

Community and Corporate Relations is responsible for proactive communications between the Board and its public (government, labour, business and staff). It is responsible for the development of informational brochures, provision of French language services, news conferences/releases, other media, and the Board's annual report. Human Resources is responsible for union negotiations, joint job evaluation, pay equity, equitable hiring practices, the Employee Assistance Program, and staff in-house training program.

### Records

8987 Human Resources Director - Office Files
Destroyed after 10 years under WCB 0014.

8988 Employee Files
Transferred to Archives after closure under WCB 0013.

8989 Salary Changesand Salary Ledgers
Changes in Board salaries and benefits.
Destroyed after 20 years under WCB 0017 and WCB 0018.

## WORKERS COMPENSATION BOARD

### 8990 CORPORATE SECRETARY

The Corporate Secretary is responsible for administrative support services to the Appeal Commission, the Chairperson, and the Board of Directors. It is also responsible for access to information under The Freedom of Information Act. The division oversees the satellite facility where Medical Review Panels are held, is responsible for internal and external legal services internal audit functions, the research and planning and liaison with the provincial government.

Records

8991 Medical Review Panels
Opinions of Medical Review Panels which may be convened to review the medical aspects of claims at all levels of appeal.
Transferred to Archives after 10 years under WCB 0011.

8992 Legislation/Regulation Binders
Legislation affecting the operations of the Board.
Transferred to Archives after 10 years under WCB 0010.

### 8993 BENEFITS

Benefits is responsible for the adjudication of all injury claims submitted to the Workers Compensation Board. It registers all claims and is responsible for adjudication and first level appeal. The division calculates and issues benefits and medical aid payments and provides counselling services to assist claimants to return to appropriate light duties.

Benefits is also responsible for Medical Services and Vocational Rehabilitation Services.

Medical Services supervises and controls medical and hospital treatments as well as other approved care provided to claimants. The Board's Healthcare staff review healthcare information provided by attending practitioners, examine patients, and provide opinions on the healthcare aspects of claims.

Vocational Rehabilitation Services provides services to workers who, because of a compensable injury, are unable to return to their pre-accident employment. Its first goal is to assist an injured worker in returning to employment that is within his or her physical restrictions and which generates income comparable to that existing at the time of injury.

Internal Indexes: Claims files - Registry Index

Records

8994 Executive Director and Directors - Office Files
Destroyed after 10 years under WCB 0042.

## WORKERS COMPENSATION BOARD

8995 Claims Files
Filing, processing and administration of claims under The Workers Compensation Act. Includes: workers' accident reports, employers' accident reports, medical reports, payment of benefits summary sheets, medical aid summary sheets, rehabilitation payment of benefits sheets, pension award sheets.
Destroyed 5 years after cancellation (original); microfilm copy destroyed after 50 years under WCB 0039B.

8996 Special Disability Registers
Special claims for hearing loss, permanent partial disability, fatality pensions to dependents, out-of-province accidents, and third-party liability.
Transferred to Archives once terminated under WCB 0040.

8997 Reported Accidents
Workplace accidents reported to the Board including date, name of worker, employer, and part of body affected.
WCB 0043.

8998 Employer Index
Name of Employer and firm number.
Destroyed once superseded under WCB 0044.

8999 Claims Committees Decisions, 1961-1982.
Decisions and deliberations of the Claims Committee which was, to 1982, the initial level of appeal.
Transfer to Archives under WCB 0041 and WCB 0016.

9000 Healthcare Management Services Director - Office Files
Clinical information regarding rehabilitation medicine and physiotherapy in Manitoba. Includes administration of Healthcare Management Services.
Transferred to Archives after 10 years under WCB 0049.

9001 Clinical Photographs
Photographs of claimants and progress and results of reconstructive surgery and burn treatments.
Destroyed after 25 years under WCB 0046.

9002 Index of Accounts
Board accounts with medical personnel, institutions and companies.
Destroyed after 6 years under WCB 0047.

9003 Healthcare Payment Register
Monthly payments to physicians, hospitals, pharmacists.
Destroyed after 10 years under WCB 0048.

9004 Rehabilitation Orders
Authorizations of provision of rehabilitation benefits to workers. Include clients' names and numbers, types of benefits, dates of payments.
Destroyed after 10 years under WCB 0052.

WORKERS COMPENSATION BOARD

9005 Out-of-Province Files
Claimants of other provinces resident in Manitoba. Includes worker's name, employer, medical history, Province responsible, and vocational plan. Vocational Rehabilitation Services acts as field staff on behalf of other provinces on the basis of reciprocal agreements.
Destroyed after 10 years under WCB 0051.

9006 Monthly Expenditure Status Reports
Monthly payments made to claimants.
Destroyed after 10 years under WCB 0050.

## 9007 INFORMATION SERVICES

Information Services is responsible for computer operations, information systems development, data processing, corporate records, rate setting and client services, records management, microfilm services and access to claim files for purposes of appeal.

### Records

9008 Computer Program Data
Computer systems design, specifications and modifications.
Destroyed once superseded under WCB 0027.

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GOVERNMENT
OFFICES BY
COMMUNITY

# GOVERNMENT OFFICES BY COMMUNITY

Further information about the Manitoba government may be obtained from many of the offices listed alphabetically by community.

Alternatively, you may contact Citizens' Enquiry Services at 1-800-282-8060 (no charge dial) or 945-3744 (Winnipeg).

**ALTONA**

| | |
|---|---|
| Agriculture | 41 Main Street |
| Family Services | Community Memorial Health Centre,<br>24 Fifth Avenue NE |
| Manitoba Crop Insurance Corporation | 67 Second Street NE |

**ARBORG**

| | |
|---|---|
| Agriculture | Provincial Building, 317 River Road W |
| Government Services | Provincial Building, 317 River Road W |
| Highways and Transportation | 137 Main Street and PTH 68 |

**ASHERN**

| | |
|---|---|
| Agriculture | Lots 8 and 9, Main Street E |
| Agriculture | RM of Siglunes Building, Main Street |
| Family Services | Thorwill Building, Main Street |

**BALDUR**

| | |
|---|---|
| Family Services | Baldur District Hospital, Elizabeth Street |

**BANNOCK POINT**

| | |
|---|---|
| Family Services | Rehabilitation Camp |

**BEAUSEJOUR**

| | |
|---|---|
| Agriculture | Provincial Building, 20 First Street S |
| Culture, Heritage and Citizenship | New Building, 31 First Street S |

# GOVERNMENT OFFICES BY COMMUNITY

**BEAUSEJOUR** contd.

| | |
|---|---|
| Family Services | Provincial Building, 20 First Street S |
| Family Services | New Building, 31 First Street S |
| Government Services | Provincial Building, 20 First Street S |
| Government Services | Milner Ridge Complex |
| Health | Provincial Building, 20 First Street S |
| Justice | Milner Ridge Complex |
| Justice | Provincial Building, 20 First Street S |
| Labour | 639 Park Avenue |
| Liquor Control Commission | 619 Park Avenue |
| Manitoba Crop Insurance Corporation | 20 First Street |
| Rural Development | 20 First Street |

**BENITO**

| | |
|---|---|
| Family Services | Swan Valley Hospital, Second Avenue E |

**BERENS RIVER**

| | |
|---|---|
| Family Services | Main Street |

**BIRCH RIVER**

| | |
|---|---|
| Family Services | Drury Avenue |

**BIRTLE**

| | |
|---|---|
| Family Services | District Hospital, 411 Ninth Street |
| Highways and Transportation | Main Street |
| Highways and Transportation | Crane Building, Main Street |
| Manitoba Crop Insurance Corporation | Crane Building, Main Street |

**BISSETT**

| | |
|---|---|
| Family Services | Main Street |

**BOISSEVAIN**

| | |
|---|---|
| Agriculture | Agricultural Building, 460 South, Railway Street E |
| Family Services | Boissevain Health Centre, 305 Mill Road S |
| Finance | Land Titles Office, 451 North Railway Street |
| Government Services | Land Titles Office, 451 North Railway Street |
| Highways and Transportation | Civic Centre Building, 420 South Railway |
| Industry, Trade and Tourism | Tourist Info Centre, International Boundary |
| Natural Resources | Land Titles Office, 451 North Railway Street |

# GOVERNMENT OFFICES BY COMMUNITY

## BRANDON

| | |
|---|---|
| Agriculture | Agricultural Extension Centre, 1129 Queens Avenue |
| Agriculture | Provincial Building, 340 Ninth Street |
| Alcoholism Foundation | 1039 Louise Avenue |
| Culture, Heritage and Citizenship | Provincial Building, 340 Ninth Street |
| Education and Training | Assiniboine Community College, 1430 Victoria Avenue E |
| Education and Training | Provincial Building, 340 Ninth Street |
| Education and Training | 153-8th Street |
| Education and Training | 10th Street and Rosser Avenue |
| Environment | Provincial Building, 340 Ninth Street |
| Environment | 204-1011 Rosser Avenue |
| Executive Council | 738 Eighteenth Street |
| Family Services | Provincial Building, 340 Ninth Street |
| Family Services | 531 Princess Avenue |
| Finance | Provincial Building, 340 Ninth Street |
| Finance | Scotia Towers, 401-1101 Rosser Avenue |
| Government Services | Brandon Mental Health Centre, First Street N |
| Government Services | Court House, 1104 Princess Avenue |
| Government Services | Land Titles Office, 705 Princess Avenue |
| Government Services | Agricultural Extension Centre, 1129 Queens Avenue |
| Government Services | Assiniboine Community College, 1430 Victoria Avenue E |
| Government Services | Highway Engineering Office, 157 First Street N |
| Government Services | Provincial Building, 340 Ninth Street |
| Government Services | Highways Garage, 750 First Street N |
| Government Services | Brandon Correctional Institute, 375 Smithfield Road |
| Government Services | Fire Training Centre, 1601 Van Horne Avenue E |
| Health | Brandon Mental Health Centre, First Street N |
| Health | Provincial Building, 340 Ninth Street |
| Highways and Transportation | Brandon Mental Health Centre, First Street N |
| Highways and Transportation | Highway Engineering Office, 157 First Street N |
| Highways and Transportation | Provincial Building, 340 Ninth Street |
| Housing | Provincial Building, 340 Ninth Street |
| Housing | Prince Ten Building, 940 Princess Avenue |
| Industry, Trade and Tourism | 231 Tenth Street |
| Justice | Correctional Institute, 400 Rideau Street |
| Justice | Court House, 1104 Princess Avenue |
| Justice | Land Titles Office, 705 Princess Avenue |
| Justice | Provincial Building, 340 Ninth Street |
| Justice | Brandon Correctional Institution, 375 Smithfield Road |
| Justice | Scotia Towers, 401-1101 Rosser Avenue |
| Justice | 603 Princess Avenue |
| Labour | Provincial Building, 340 Ninth Street |
| Labour | Fire Training Centre, 1601 Van Horne Avenue E |
| Legal Aid Manitoba | Westman Community Law Centre, Box 143, 136 Eleventh Street |
| Legislation | Provincial Building, 340 Ninth Street |

**BRANDON** contd.

| | |
|---|---|
| Liquor Control Commission | Eighteenth Street and Richmond Avenue |
| Liquor Control Commission | 1030 Victoria Avenue |
| Manitoba Public Insurance Corporation | 731 First Street |
| Manitoba Telephone System | Eighteenth Street |
| Natural Resources | Agricultural Extension Centre, 1129 Queens Avenue |
| Natural Resources | Provincial Building, 340 Ninth Street |
| Natural Resources | Westbran Building, 108 Eighteenth Street |
| Rural Development | Provincial Building, 340 Ninth Street |
| Rural Development | Imperial Square, 2022 Currie Blvd |

**CAMPERVILLE**

| | |
|---|---|
| Family Services | Administration Building |

**CARBERRY**

| | |
|---|---|
| Agriculture | Bailey Building, 37 Main Street |
| Family Services | Fox Memorial Hospital, 221 First Avenue |

**CARMAN**

| | |
|---|---|
| Agriculture | Agricultural Building, 89 Second Street SW |
| Family Services | Boyne Regional Library, 15 First Avenue SW |
| Family Services | Carman Memorial Hospital, 350 Fourth Street SW |
| Government Services | Agricultural Building, 89 Second Street SW |
| Highways and Transportation | 49 Main Street |
| Liquor Control Commission | 3 Centre Avenue W |
| Manitoba Crop Insurance Corporation | 89 Second Street SW |

**CHURCHILL**

| | |
|---|---|
| Family Services | Commercial Building, Hudson Square |
| Government Services | Churchill Town Centre |
| Liquor Control Commission | 205 LaVerendrye Avenue |
| Natural Resources | Commercial Building, Hudson Square |

**CRANE RIVER**

| | |
|---|---|
| Family Services | Council Building |

**CROSS LAKE**

| | |
|---|---|
| Justice | Administration Building |

# GOVERNMENT OFFICES BY COMMUNITY

## CRYSTAL CITY

| | |
|---|---|
| Family Services | Rock Lake Hospital, Machray Street |

## DAUPHIN

| | |
|---|---|
| Agriculture | Provincial Building, 27 Second Avenue SW |
| Alcoholism Foundation | 32 First Avenue NW |
| Culture, Heritage and Citizenship | Provincial Building, 27 Second Avenue SW |
| Education and Training | Provincial Building, 27 Second Avenue SW |
| Energy and Mines | Provincial Building, 27 Second Avenue SW |
| Environment | Provincial Building, 27 Second Avenue SW |
| Executive Council | Provincial Building, 27 Second Avenue SW |
| Family Services | Dauphin General Hospital, 707 Third Street SW |
| Family Services | Provincial Building, 27 Second Avenue SW |
| Family Services | Newton Building, 15-15 First Avenue SW |
| Family Services | 21 Second Avenue NE |
| Family Services | 202 Main Street S |
| Family Services | 40 First Avenue NW |
| Finance | Provincial Building, 27 Second Avenue SW |
| Government Services | Dauphin General Hospital, 707 Third Street SW |
| Government Services | Court House, 114 River Avenue W |
| Government Services | Highway Engineering Office, Industrial Road |
| Government Services | Provincial Building, 27 Second Avenue SW |
| Government Services | Parklands Regional Training Centre, Mountain Road and Whitemore |
| Health | Provincial Building, 27 Second Avenue SW |
| Health | 15th-1st Avenue SW |
| Highways and Transportation | Highway Engineering Office, Industrial Road |
| Highways and Transportation | Provincial Building, 27 Second Avenue SW |
| Housing | Provincial Building, 27 Second Avenue SW |
| Justice | Court House, 114 River Avenue W |
| Justice | Correctional Institution, 114 River Avenue W |
| Justice | Land Titles Office, 308 Main Street S |
| Justice | Provincial Building, 27 Second Avenue SW |
| Justice | 510 Main Street N |
| Labour | Provincial Building, 27 Second Avenue SW |
| Legal Aid Manitoba | Parklands Community Law Centre, 19 Memorial Blvd |
| Liquor Control Commission | 130 First Avenue NW |
| Manitoba Crop Insurance Corporation | 27 Second Avenue SW |
| Manitoba Public Insurance Corporation | 217 Industrial Road, Box 3000 |
| Rural Development | 27 Second Avenue SW |

## DELORAINE

| | |
|---|---|
| Agriculture | 206 Broadway N |
| Family Services | 109 Kellett Street S |
| Manitoba Crop Insurance Corporation | 220 South Railway W |
| Rural Development | 206 Broadway |

## GOVERNMENT OFFICES BY COMMUNITY

**DOMINION CITY**

| | |
|---|---|
| Agriculture | Wadell Avenue |
| Family Services | Franklin Manor |
| Justice | Roseau River Reserve |

**DUCK BAY**

| | |
|---|---|
| Family Services | Administration Building, 51 Government Road Allowance |

**DUGALD**

| | |
|---|---|
| Agriculture | 712 Dugald Road |

**EBB AND FLOW**

| | |
|---|---|
| Family Services | Reserve |

**EGG LAKE**

| | |
|---|---|
| Justice | Rehabilitation Camp, The Pas |

**ELIE**

| | |
|---|---|
| Family Services | Lots 7 and 8, Block 1, Plan 821 |

**ELKHORN**

| | |
|---|---|
| Family Services | Cavendish Street |

**ELM CREEK**

| | |
|---|---|
| Family Services | Heritage Manor |

**EMERSON**

| | |
|---|---|
| Industry, Trade and Tourism | Tourist Information Centre, PTH 75, US Border |

**ERICKSON**

| | |
|---|---|
| Family Services | Second Street |

# GOVERNMENT OFFICES BY COMMUNITY

## ERIKSDALE

| | |
|---|---|
| Family Services | Elizabeth M. Crowe Memorial Hospital,<br>Railway Street W |

## ETHELBERT

| | |
|---|---|
| Agriculture | Semaniuk Building, NE Corner Railway and Second |
| Family Services | Semaniuk Building, NE Corner Railway and Second |

## FISHER BRANCH

| | |
|---|---|
| Agriculture | Lot 2, Government Road E |
| Family Services | Lot 2, Government Road E |
| Manitoba Crop Insurance Corporation | Government Road Allowance E |

## FLIN FLON

| | |
|---|---|
| Culture, Heritage and Recreation | Provincial Building, 201-143 Main Street |
| Environment | Provincial Building, 201-143 Main Street |
| Family Services | Ruth Betts School, 9 Terrace Avenue |
| Family Services | Provincial Building, 201-143 Main Street |
| Family Services | Personal Care Home, 50 Church Street |
| Government Services | Provincial Building, 201-143 Main Street |
| Highways and Transportation | Provincial Building, 201-143 Main Street |
| Industry, Trade and Tourism | Provincial Building, 201-143 Main Street |
| Justice | Provincial Building, 201-143 Main Street |
| Labour | Ruth Betts School, 9 Terrace Avenue |
| Liquor Control Commission | 26 Hapnot Street |
| Manitoba Public Insurance Corporation | 8 Timberlane Road |

## GILBERT PLAINS

| | |
|---|---|
| Family Services | Health Centre, 100 Cutforth Avenue |

## GILLAM

| | |
|---|---|
| Family Services | Gillam District Hospital |
| Natural Resources | Municipal Building, Railway Street |

## GIMLI

| | |
|---|---|
| Culture, Heritage and Citizenship | 114 Sixth Avenue |
| Education and Training | 79 Sixth Avenue |
| Family Services | Johnson Memorial Hospital, 117 Seventh Avenue |
| Government Services | Industrial Park Complex |
| Liquor Control Commission | 78 Fourth Avenue |
| Natural Resources | Industrial Park |

# GOVERNMENT OFFICES BY COMMUNITY

**GLADSTONE**

| | |
|---|---|
| Agriculture | Municipal Building, Morris Avenue |

**GLENBORO**

| | |
|---|---|
| Family Services | Glenboro District Hospital, 219 Murray Avenue |
| Manitoba Crop Insurance Corporation | 504 Railway Avenue |

**GOD'S LAKE NARROWS**

| | |
|---|---|
| Justice | Band Office Building |

**GRANDVIEW**

| | |
|---|---|
| Agriculture | Federal Building, Main Street |
| Family Services | Grandview District Hospital, 644 Mill Street |
| Manitoba Crop Insurance Corporation | Main and Rupert |

**GYPSUMVILLE**

| | |
|---|---|
| Family Services | Gypsumville Clinic |

**HAMIOTA**

| | |
|---|---|
| Agriculture | Agricultural Building, 35 Fourth Street SE |
| Manitoba Crop Insurance Corporation | 35 Fourth Street S |

**HARTNEY**

| | |
|---|---|
| Family Services | Har-Cam Clinic Building, 301 East Railway Street |

**ILFORD**

| | |
|---|---|
| Family Services | Multi-Purpose Building |

**KILLARNEY**

| | |
|---|---|
| Agriculture | Kilman Block, 411 Broadway Avenue |
| Family Services | Kilman Block, 411 Broadway Avenue |
| Family Services | Trilake Health Centre, 86 Ellice Drive |
| Justice | Killarney Civic Building, 415 Broadway Avenue |
| Liquor Control Commission | 518 Broadway Avenue |
| Natural Resources | Powell Bay and McDonald Avenue |
| Natural Resources | Kilman Block, 411 Broadway Avenue |

# GOVERNMENT OFFICES BY COMMUNITY

**LAC DU BONNET**

| | |
|---|---|
| Highways and Transportation | N1/2 12-15-11E |
| Environment | Lac du Bonnet District Health Centre, 150 McArthur Avenue |
| Liquor Control Commission | 76 Second Street |

**LEAF RAPIDS**

| | |
|---|---|
| Family Services | Town Centre Complex, Unit 15 |
| Labour | Town Centre Complex, Unit 15 |
| Natural Resources | Town Centre Complex, Unit 15 |

**LETELLIER**

| | |
|---|---|
| Family Services | Main Street |

**LORETTE**

| | |
|---|---|
| Family Services | 427 Dawson Road |

**LUNDAR**

| | |
|---|---|
| Agriculture | Lots 4 and 5 Main Street |
| Family Services | Main Street |
| Natural Resources | Lots 4 and 5 Main Street |

**LYNN LAKE**

| | |
|---|---|
| Family Services | Halstead Building, 465 Halstead Avenue |

**MANIGOTOGAN**

| | |
|---|---|
| Family Services | Nursing Station |

**MANITOU**

| | |
|---|---|
| Family Services | Pembina Manitou Hospital, 217 Mary Street S |
| Family Services | Main Street |
| Natural Resources | Henderson Building, Main Street |

**MCCREARY**

| | |
|---|---|
| Family Services | McCreary Health Centre, Government Road |

# GOVERNMENT OFFICES BY COMMUNITY

## MELITA

| | |
|---|---|
| Agriculture | Municipal Building, 139 Main Street |
| Family Services | Wilson Memorial Hospital, 147 Summit Street |
| Highways and Transportation | Municipal Building, 139 Main Street |
| Liquor Control Commission | 104 Oak Street |

## MINITONAS

| | |
|---|---|
| Family Services | Community Hall, Main Street |

## MINNEDOSA

| | |
|---|---|
| Agriculture | Charlton Apts, 133 Main Street S |
| Family Services | Minnedosa Hospital, 140 Third Avenue SW |
| Highways and Transportation | Charlton Apts, 133 Main Street S |
| Justice | Court House, 70 Third Street SW |
| Liquor Control Commission | 16 Second Avenue NW |
| Rural Development | Minnedosa Town Hall, 103 Main Street |

## MORDEN

| | |
|---|---|
| Agriculture | Agricultural Office, 317 Stephen Street |
| Culture, Heritage and Citizenship | Court House, 301 Wardrop Street |
| Culture, Heritage and Citizenship | 225 Wardrop Street |
| Education and Training | 536 Stephen Street |
| Family Services | Southern Health Unit Building, 105 Second Street |
| Family Services | 63 Stephen Street |
| Government Services | Land Titles Office, 351 Stephen Street |
| Justice | Court House, 301 Wardrop Street |
| Justice | Land Titles Office, 351 Stephen Street |
| Liquor Control Commission | 331 Railway Avenue N |
| Rural Development | 8th Street and N Railway |
| Rural Development | 536 Stephen Street |

## MORRIS

| | |
|---|---|
| Agriculture | 220 Main Street N |
| Family Services | 158 Boyne Avenue |
| Liquor Control Commission | 129 James Street W |

## NEEPAWA

| | |
|---|---|
| Agriculture | Land Titles Office, 329 Hamilton Street |
| Agriculture | Neepawa Building, 333/341 Mountain Avenue |
| Family Services | Neepawa District Memorial Hospital, 225 Walker Avenue |
| Justice | Land Titles Office, 329 Hamilton Street |

# GOVERNMENT OFFICES BY COMMUNITY

**NEEPAWA** contd.

| | |
|---|---|
| Liquor Control Commission | 393 Mountain Avenue |
| Manitoba Crop Insurance Corporation | 341 Mountain Avenue |
| Natural Resources | Neepawa Building, 333/341 Mountain Avenue |

**NORWAY HOUSE**

| | |
|---|---|
| Family Services | Community Council Building |
| Highways and Transportation | Air Division Float Base |
| Justice | Band Office Building |

**PEGUIS RESERVE**

| | |
|---|---|
| Justice | Agriculture Building |

**PELICAN RAPIDS**

| | |
|---|---|
| Family Services | Community Hall |

**PIKWITONEI**

| | |
|---|---|
| Family Services | Nursing Station |

**PILOT MOUND**

| | |
|---|---|
| Family Services | Personal Care Home, Brown Street |
| Agriculture | Fraser Building, Fraser and Broadway |

**PINAWA**

| | |
|---|---|
| Family Services | Pinawa Hospital |

**PINE FALLS**

| | |
|---|---|
| Family Services | Pine Falls General Hospital |
| Justice | Health Centre |
| Liquor Control Commission | 17 Pine Street |

**PINE RIVER**

| | |
|---|---|
| Family Services | Semeniuk Building, First Avenue NE |

# GOVERNMENT OFFICES BY COMMUNITY

**PINEY**

| | |
|---|---|
| Highways and Transportation | Piney School, Government Road<br>Allowance |

**PORTAGE LA PRAIRIE**

| | |
|---|---|
| Agriculture | Provincial Building, 25 Tupper Street N |
| Education and Training | 58 Royal Road N |
| Environment | Provincial Building, 25 Tupper Street N |
| Family Services | Manitoba Development Centre, Third Street NE |
| Family Services | Provincial Building, 25 Tupper Street N |
| Government Services | Manitoba Development Centre, Third Street NE |
| Government Services | Court House, 20 Third Street SE |
| Government Services | Correctional Centre for Women, 329 Duke Avenue |
| Government Services | Provincial Building, 25 Tupper Street N |
| Health | Provincial Building, 25 Tupper Street N |
| Highways and Transportation | Provincial Building, 25 Tupper Street N |
| Housing | Provincial Building, 25 Tupper Street N |
| Justice | Agassiz Centre for Youth, Crescent Road E |
| Justice | Court House, 20 Third Street SE |
| Justice | Land Titles Building, 103 Third Street NE |
| Justice | Provincial Building, 25 Tupper Street N |
| Justice | Friendship Centre, 21 Royal Road S |
| Labour | Provincial Building, 25 Tupper Street N |
| Liquor Control Commission | 300 Saskatchewan Avenue E |
| Manitoba Crop Insurance Corporation | 3rd Floor, 25 Tupper Street N |
| Manitoba Crop Insurance Corporation | 3 - 1910, Saskatchewan Avenue W |
| Manitoba Public Insurance Corporation | 2007 Saskatchewan Avenue W |
| Natural Resources | Provincial Building, 25 Tupper Street N |
| Rural Development | Provincial Building, 25 Tupper Street N |
| Seniors Directorate | 2nd Fl Provincial Building, 25 Tupper Street N |
| Women's Directorate | 2nd Fl Provincial Building, 25 Tupper Street N |

**RAPID CITY**

| | |
|---|---|
| Agriculture | Durbee Honey Farm, Rural Route 1 |

**RESTON**

| | |
|---|---|
| Family Services | Reston Hospital, First Street N |

**RIVERS**

| | |
|---|---|
| Family Services | Riverdale Hospital, 512 Quebec Street |
| Liquor Control Commission | 541 Second Avenue |

# GOVERNMENT OFFICES BY COMMUNITY

## RIVERTON

| | |
|---|---|
| Family Services | Orion Place |
| Natural Resources | Main Street |

## ROBLIN

| | |
|---|---|
| Agriculture | 207 First Street SW |
| Family Services | Roblin District Hospital, 15 Hospital Street, Building #5 |
| Liquor Control Commission | 124 Main Street W |

## ROSSBURN

| | |
|---|---|
| Agriculture | Community Hall, Westside Mountain Road |
| Family Services | Rossburn District Hospital, Fourth Street |

## RUSSELL

| | |
|---|---|
| Agriculture | Kinney Hatchery Building, 110 Assiniboine E |
| Family Services | Russell District Hospital, 426 Alexandra Avenue |
| Justice | Federal Building, 455 Main Street |
| Liquor Control Commission | 204 Shell River Avenue N |

## SAINT ADOLPH

| | |
|---|---|
| Family Services | 352 Main Street |

## SAINT LAURENT

| | |
|---|---|
| Family Services | Lot 16 |

## SAINT PIERRE-JOLYS

| | |
|---|---|
| Agriculture | 466 Sabourin Street S |
| Family Services | Desalaberry District Hospital, Prefontaine Street |
| Liquor Control Commission | 471 Sabourin Street N |
| Manitoba Crop Insurance Corporation | 466 Sabourin Street S |

## SAINTE ANNE

| | |
|---|---|
| Family Services | 130 Central Avenue |

# GOVERNMENT OFFICES BY COMMUNITY

## SAINTE ROSE DU LAC

| | |
|---|---|
| Agriculture | Municipal Building, Central Avenue S |
| Family Services | Municipal Building, Central Avenue S |

## SANFORD

| | |
|---|---|
| Family Services | 161 Mandan Drive |
| Manitoba Crop Insurance Corporation | Main Street N |

## SELKIRK

| | |
|---|---|
| Agriculture | Provincial Building, 201-446 Main Street |
| Environment | 235 Eaton Avenue |
| Family Services | Provincial Building, 201-446 Main Street |
| Liquor Control Commission | 446 Main Street |
| Government Services | Selkirk Mental Health Centre, Manitoba Avenue |
| Government Services | Offices and Training Plant, 511 Robinson Avenue |
| Health | Selkirk Mental Health Centre, Manitoba Avenue |
| Highways and Transportation | Provincial Building, 201-446 Main Street |
| Justice | 333A Main Street |
| Justice | 235 Eaton Avenue |
| Manitoba Public Insurance Corporation | 630 Sophia Street |
| Manitoba Telephone System | Main Street |
| Northern Affairs | 333A Main Street |
| Rural Development | 235 Eaton Avenue |

## SHOAL LAKE

| | |
|---|---|
| Agriculture | Burlington Building |
| Family Services | Shoal Lake/Strathclair Hospital, Government Road Allowance |
| Natural Resources | Elm Street and Third Avenue |

## SNOW LAKE

| | |
|---|---|
| Family Services | Nursing Unit #403 |
| Labour | 77 Balsam Street |

## SOMERSET

| | |
|---|---|
| Agriculture | 279 Carlton Avenue |
| Family Services | 279 Carlton Avenue |
| Manitoba Crop Insurance Corporation | 279 Carlton Avenue |

# GOVERNMENT OFFICES BY COMMUNITY

### SOURIS

| | |
|---|---|
| Agriculture | Agricultural Building, 43 Crescent Avenue W |
| Family Services | Souris District Hospital, 155 Struggle Avenue E |
| Liquor Control Commission | 62 First Street S |
| Manitoba Crop Insurance Corporation | 95 First Street N |
| Rural Development | Civic Centre Building, 100 Second Street S |

### SPRAGUE

| | |
|---|---|
| Family Services | Main Street |

### STARBUCK

| | |
|---|---|
| Agriculture | Credit Union Mall, 16 Main Street |

### STEINBACH

| | |
|---|---|
| Agriculture | Steinbach Civic Centre, 225 Reimer Avenue |
| Agriculture | Steinbach Place, 321 Main Street |
| Family Services | Bethesda General Hospital, 316 Henry Street |
| Family Services | Steinbach Place, 321 Main Street |
| Highways and Transportation | Steinbach Place, 321 Main Street |
| Justice | 284 Reimer Avenue |
| Justice | Towne Square, Main Street |
| Manitoba Public Insurance Corporation | 91 North Front Drive |
| Natural Resources | Steinbach Place, 321 Main Street |
| Rural Development | Steinbach Place, 321 Main Street, Box 2139 |

### STONEWALL

| | |
|---|---|
| Agriculture | Agricultural Building, 352 Main Street |
| Family Services | Third Street W |
| Government Services | Agricultural Building, 352 Main Street |
| Highways and Transportation | 370 Main Street |
| Manitoba Crop Insurance Corporation | 352 Main Street |

### SWAN RIVER

| | |
|---|---|
| Agriculture | Provincial Building, 201 Fourth Avenue S |
| Family Services | Provincial Building, 201 Fourth Avenue S |
| Family Services | 111 Ninth Avenue S |
| Government Services | Provincial Building, 201 Fourth Avenue S |
| Highways and Transportation | Provincial Building, 201 Fourth Avenue S |
| Justice | Provincial Building, 201 Fourth Avenue S |
| Liquor Control Commission | 108 Sixth Avenue S |

**SWAN RIVER** contd.

| | |
|---|---|
| Manitoba Crop Insurance Corporation | 205 First Street N |
| Manitoba Public Insurance Corporation | 125 Fourth Avenue N |
| Rural Development | 110 Seventh Avenue |

**TEULON**

| | |
|---|---|
| Agriculture | 75 Main Street |
| Family Services | 75 Main Street |

**THE PAS**

| | |
|---|---|
| Agriculture | Provincial Building, Third Street and Ross Avenue |
| Agriculture | Otineka Mall, Hwy 10 |
| Culture, Heritage, and Citizenship | Corner Third and Ross Streets |
| Education and Training | Keewatin Community College, 436 Seventh Street E |
| Energy and Mines | Provincial Building, Third Street and Ross Avenue |
| Environment | Provincial Building, Third Street and Ross Avenue |
| Family Services | Provincial Building, Third Street and Ross Avenue |
| Family Services | Otineka Mall, Hwy 10 |
| Finance | Provincial Building, Third Street and Ross Avenue |
| Government Services | Provincial Building, Third Street and Ross Avenue |
| Government Services | Keewatin Community College, 436 Seventh Street E |
| Government Services | New Court House, 300 Third Street E |
| Government Services | Correctional Institution, 300 Third Street E |
| Highways and Transportation | Otineka Mall, Hwy 10 |
| Housing | Provincial Building, Third Street and Ross Avenue |
| Justice | Old Court House, 306 Fischer Avenue |
| Justice | Provincial Building, Third Street and Ross Avenue |
| Justice | New Court House, 300 Third Street E |
| Justice | Correctional Institution, 300 Third Street E |
| Labour | Provincial Building, Third Street and Ross Avenue |
| Legal Aid Manitoba | Northlands Community Law Centre,<br>162 Fischer Avenue |
| Liquor Control Commission | 333 Edwards Avenue |
| Manitoba Public Insurance Corporation | 424 Fischer Avenue |
| Natural Resources | Provincial Building, Third Street and Ross Avenue |
| Northern Affairs | Otineka Mall |
| Rural Development | Otineka Mall |
| Seniors Directorate | 2nd Fl Otineka Mall |
| Women's Directorate | 2nd Fl Otineka Mall |
| Women's/Seniors Directorate | Otineka Mall |

**THICKET PORTAGE**

| | |
|---|---|
| Family Services | Nursing Station |

# GOVERNMENT OFFICES BY COMMUNITY

## THOMPSON

| | |
|---|---|
| Agriculture | Provincial Building, 59 Elizabeth Drive |
| Alcholism Foundation | 23 Nickel Road |
| Communities Economic Development Fund | 23 Station Road |
| Culture, Heritage and Citizenship | Provincial Building, 59 Elizabeth Drive |
| Education and Training | Provincial Building, 59 Elizabeth Drive |
| Environment | Provincial Building, 59 Elizabeth Drive |
| Family Services | Thompson General Hospital, 871 Thompson Drive |
| Finance | Provincial Building, 59 Elizabeth Drive |
| Government Services | Provincial Building, 59 Elizabeth Drive |
| Highways and Transportation | Provincial Building, 59 Elizabeth Drive |
| Highways and Transportation | Highways Garage, No 7 Gay Street |
| Highways and Transportation | 436 Thompson Drive |
| Housing | Provincial Building, 59 Elizabeth Drive |
| Industry, Trade and Tourism | Provincial Building, 59 Elizabeth Drive |
| Justice | Provincial Building, 59 Elizabeth Drive |
| Justice | Westwood Shopping Centre, 436 Thompson Drive |
| Labour | Provincial Building, 59 Elizabeth Drive |
| Labour | Fire Training Facility, Lagoon Road |
| Legal Aid Manitoba | Thompson Community Law Centre, 3 Station Road |
| Liquor Control Commission | 131 Selkirk Avenue |
| Manitoba Public Insurance Corporation | 53 Commerical Place |
| Manitoba Telephone System | Selkirk Avenue |
| Northern Affairs | Provincial Building, 59 Elizabeth Drive |
| Northern Affairs | 23 Station Road |
| Rural Development | Provincial Building, 59 Elizabeth Drive |

## TREHERNE

| | |
|---|---|
| Agriculture | Clark Building, 163 Smith Street |
| Family Services | Victoria Norfolk Hospital, Kelly Avenue |

## VIRDEN

| | |
|---|---|
| Agriculture | Provincial Building, 247 Wellington Street W |
| Energy and Mines | Provincial Building, 247 Wellington Street W |
| Family Services | District Hospital, 480 King Street E |
| Highways and Transportation | Highways Office, 560 Seventh Avenue S |
| Liquor Control Commission | 197 Third Avenue S |
| Justice | Provincial Building, 247 Wellington Street W |
| Justice | Municipal Office Building, 236 Wellington Street W |
| Manitoba Crop Insurance Corporation | 247 Wellington W |

## VITA

| | |
|---|---|
| Agriculture | Railway Avenue |
| Family Services | First Street |

## GOVERNMENT OFFICES BY COMMUNITY

**WABOWDEN**

| | |
|---|---|
| Family Services | Community Council Building |

**WASKADA**

| | |
|---|---|
| Energy and Mines | Second Street |

**WATERHEN**

| | |
|---|---|
| Family Services | Teacherage #152 |

**WAWANESA**

| | |
|---|---|
| Education and Training | Wawanesa School |
| Family Services | District Memorial Hospital, George Street |

**WEST HAWK LAKE**

| | |
|---|---|
| Industry, Trade and Tourism | Tourist Information Centre |

**WHITEMOUTH**

| | |
|---|---|
| Family Services | Medical Nursing Unit, Henderson Avenue |

**WHITESHELL PARK**

| | |
|---|---|
| Justice | Whiskey Jack Camp |

**WINKLER**

| | |
|---|---|
| Family Services | Bethel Hospital, 133 Sixth Street |
| Family Services | Civic Centre, 185 Main Street |
| Family Services | Eden Mental Hospital, 1500 Pembina Avenue |
| Manitoba Public Insurance Corporation | 600 Memorial Drive |

**WINNIPEG**

| | |
|---|---|
| Agriculture | Legislative Building, 450 Broadway Avenue |
| Agriculture | Manitoba Archives Building, 255 Memorial Blvd |
| Agriculture | Norquay Building, 401 York Avenue |

# GOVERNMENT OFFICES BY COMMUNITY

**WINNIPEG** contd.

| | |
|---|---|
| Agriculture | Agricultural Services Complex, 545 University Cre |
| Agriculture | Woodsworth Building, 405 Broadway Avenue |
| Agriculture | 880 Portage Avenue |
| Agriculture | Westrow Industrial Mall, 1495 St. James Street |
| Agriculture | 251 Oak Point Hwy |
| Agriculture | Mall Centre Building, 491 Portage Avenue |
| Alcoholism Foundation | 1031 Portage Avenue |
| Civil Service Commission | One Lakeview Square, 155 Carlton Street |
| Civil Service Commission | Two Lakeview Square, 175 Carlton Street |
| Civil Service Superannuation Board | Centre-Ville, 131 Provencher Blvd |
| Cooperative, Consumer and Corporate Affairs | Legislative Building, 450 Broadway Avenue |
| Cooperative, Consumer and Corporate Affairs | Woodsworth Building, 405 Broadway Avenue |
| Cooperative, Consumer and Corporate Affairs | Credit Unit Plaza, 215 Garry Street |
| Cooperative, Consumer and Corporate Affairs | 280 Smith Street |
| Cooperative, Consumer and Corporate Affairs | C.A.S. Building, 114 Garry Street |
| Culture, Heritage and Citizenship | Legislative Building, 450 Broadway Avenue |
| Culture, Heritage and Citizenship | Norquay Building, 401 York Avenue |
| Culture, Heritage and Citizenship | Robert Fletcher Building, 1181 Portage Avenue |
| Culture, Heritage and Citizenship | Fort Osborne Complex, 139 Tuxedo Avenue |
| Culture, Heritage and Citizenship | A.A. Heaps Building, 254 Portage Avenue |
| Culture, Heritage and Citizenship | Imperial House, 379 Broadway Avenue |
| Culture, Heritage and Citizenship | 139 Hamelin Street |
| Culture, Heritage and Citizenship | Asta Industrial Park, 301 Weston Street |
| Culture, Heritage and Citizenship | Manitoba Archives Building, 200 Vaughan, 255-277 Memorial Blvd |
| Culture, Heritage and Citizenship | Chamber of Commerce Building, 177 Lombard Avenue |
| Culture, Heritage and Citizenship | 428 Portage Avenue |
| Education and Training | Legislative Building, 450 Broadway Avenue |
| Education and Training | Manitoba School for the Deaf, 500 Shaftesbury Blvd |
| Education and Training | Robert Fletcher Building, 1181 Portage Avenue |
| Education and Training | Red River Community College, 2055 Notre Dame Avenue |
| Education and Training | Manitoba Textbook Bureau, 277 Hutchings |
| Education and Training | Notre Dame Chambers, 213 Notre Dame Avenue |
| Education and Training | Montreal Trust, 213 Notre Dame Avenue |
| Education and Training | Taylor Building, 693 Taylor Avenue |
| Education and Training | Prudential Business Park, 530 Century Street |
| Education and Training | 3497 Pembina Hwy |
| Education and Training | Templeton Building, 528 St. James Street |
| Education and Training | Pitney Bowes Building, 1200 Portage Avenue |
| Education and Training | St. Boniface College, 200 Cathedral Avenue |
| Education and Training | WCAM Services Building, Winnipeg Airport |
| Education and Training | Three Lakeview Square, 185 Carlton Street |
| Energy and Mines | Legislative Building, 450 Broadway Avenue |
| Energy and Mines | 1680 Church Avenue |
| Energy and Mines | Eaton Place, 330 Graham Avenue |
| Environment | Legislative Building, 450 Broadway Avenue |
| Environment | Fort Osborne Complex, 139 Tuxedo Avenue |

# GOVERNMENT OFFICES BY COMMUNITY

**WINNIPEG** contd.

| | |
|---|---|
| Environment | Environmental Laboratory Building, 745 Logan Avenue |
| Environment | Colony Square, 500 Portage Avenue |
| Environment | Royal Trust Building, 330 St. Mary Avenue |
| Environment | 1680 Church Avenue |
| Executive Council | Legislative Building, 450 Broadway Avenue |
| Executive Council | North American Life Building, 333 Broadway Avenue |
| Family Services | Legislative Building, 450 Broadway Avenue |
| Family Services | Norquay Building, 401 York Avenue |
| Family Services | Manitoba Building, 270 Osborne Street N |
| Family Services | Fort Osborne Complex, 139 Tuxedo Avenue |
| Family Services | "Old" Grace Hospital, 189 Evanson Street |
| Family Services | Woodsworth Building, 405 Broadway Avenue |
| Family Services | Accountancy Building, 210 Osborne Street N |
| Family Services | Paris Building, 259 Portage Avenue |
| Family Services | A.A. Heaps Building, 254 Portage Avenue |
| Family Services | Seven Oaks Centre for Youth, 290 Drury Street |
| Family Services | Taylor Building, 693 Taylor Avenue |
| Family Services | 880 Portage Avenue |
| Family Services | One Lakeview Square, 155 Carlton Street |
| Family Services | 233 Provencher Blvd |
| Family Services | Midtown Building, 267 Edmonton Street |
| Family Services | Newdale Plaza, 2989 Pembina Hwy |
| Family Services | 1790 Main Street |
| Family Services | Korman Building, 164 Isabel Street |
| Family Services | Eaton Place, 330 Graham Avenue |
| Family Services | C.A.S. Building, 114 Garry Street |
| Family Services | Somerset Place, 294 Portage Avenue |
| Family Services | Assiniboine Credit Union, 125 Garry Street |
| Family Services | Park Plaza, 2015 Portage Avenue |
| Family Services | 294 William Avenue |
| Finance | Legislative Building, 450 Broadway Avenue |
| Finance | Norquay Building, 401 York Avenue |
| Finance | Woodsworth Building, 405 Broadway Avenue |
| Finance | Eaton Place, 330 Graham Avenue |
| Finance | North American Life Building, 333 Broadway Avenue |
| Government Services | Fort Osborne Complex, 139 Tuxedo Avenue |
| Government Services | Legislative Building, 450 Broadway Avenue |
| Government Services | Central Power House, 219 Memorial Blvd |
| Government Services | Manitoba Archives Building, 200 Vaughan Street |
| Government Services | Norquay Building, 401 York Avenue |
| Government Services | Woodsworth Building, 405 Broadway Avenue |
| Government Services | Walter Weir Building, 800 Portage Avenue |
| Government Services | Provincial Garage, 626 Henry Avenue |
| Government Services | Vine Street Workshop, 1383 Whyte Avenue |
| Government Services | 1700 Portage Avenue |
| Government Services | One Lakeview Square, 155 Carlton Street |
| Government Services | 390 York Avenue |
| Government Services | Eaton Place, 330 Graham Avenue |

**WINNIPEG** contd.

| | |
|---|---|
| Government Services | Prudential Business Park, 530 Century Street |
| Government Services | Imperial Broadway Tower, 363 Broadway Avenue |
| Government Services | 211 Hutchings Street |
| Government Services | Unit F, 1420 Clarence Avenue |
| Health | Legislative Building, 450 Broadway Avenue |
| Health | Walter Weir Building, 800 Portage Avenue |
| Health | RWS Warehouse, 1500 Regent Avenue |
| Health | 1400 Henderson Hwy |
| Health | 880 Portage Avenue |
| Health | Canada Building, 352 Donald Street |
| Health | 108 Bond Street |
| Health | Pitney Bowes Building, 1200 Portage Avenue |
| Health | Eaton Place, 330 Graham Avenue |
| Health | Oakview Medical Centre, 1021 Court Avenue |
| Health | Somerset Place, 294 Portage Avenue |
| Health | Grain Exchange Building, 167 Lombard Avenue |
| Health | North American Life Building, 333 Broadway Avenue |
| Health | 260 St. Mary Avenue |
| Highways and Transportation | Legislative Building, 450 Broadway Avenue |
| Highways and Transportation | Highway Services Building, 1075 Portage Avenue |
| Highways and Transportation | Robert Fletcher Building, 1181 Portage Avenue |
| Highways and Transportation | Fort Osborne Complex, 139 Tuxedo Avenue |
| Highways and Transportation | Elmwood Place, 1057 Thomas Avenue |
| Highways and Transportation | Asta Industrial Park, 301 Weston Street |
| Highways and Transportation | Livingston Mutual Building, 1450 Mountain Avenue |
| Highways and Transportation | Credit Unit Plaza, 215 Garry Street |
| Highways and Transportation | Pitney Bowes Building, 1200 Portage Avenue |
| Highways and Transportation | 35 Lakewood Blvd |
| Highways and Transportation | 3137 Portage Avenue |
| Highways and Transportation | 1006 Nairn Avenue |
| Highways and Transportation | 2020 Corydon Avenue |
| Highways and Transportation | 1504 St. Mary's Road |
| Highways and Transportation | 2188 McPhillips Street |
| Housing | Legislative Building, 450 Broadway Avenue |
| Housing | Alexandria Place, 254 Edmonton Street |
| Housing | 287 Broadway Avenue |
| Housing | E.P.H. Apartment Building, 185 Smith Street |
| Industry, Trade and Tourism | Tourist Information Centre, TransCanada Hwy W |
| Industry, Trade and Tourism | Tourist Information Centre, TransCanada Hwy E |
| Industry, Trade and Tourism | Legislative Building, 450 Broadway Avenue |
| Industry, Trade and Tourism | Imperial House, 379 Broadway Avenue |
| Industry, Trade and Tourism | One Lakeview Square, 155 Carlton Street |
| Industry, Trade and Tourism | Infotech Centre, 1970 Ness Avenue |
| Industry, Trade and Tourism | 1455 Waverley Street |
| Industry, Trade and Tourism | 1329 Niakwa Road |
| Justice | Legislative Building, 450 Broadway Avenue |
| Justice | Law Courts, Broadway and Kennedy Street |
| Justice | Vaughan Street Detention Centre, 444 York Avenue |
| Justice | Headingley Correctional Institution, Hwy No 1 |
| Justice | St. Boniface Public Safety, 227 Provencher Blvd |
| Justice | Land Titles Building, Broadway and Memorial Blvd |
| Justice | Norquay Building, 401 York Avenue |

## GOVERNMENT OFFICES BY COMMUNITY

**WINNIPEG** contd.

| | |
|---|---|
| Justice | Woodsworth Building, 405 Broadway Avenue |
| Justice | Provincial Judges Court, 373 Broadway Avenue |
| Justice | Manitoba Youth Centre, 170 Doncaster Street |
| Justice | New Law Courts Building, 400 York Avenue |
| Justice | Paris Building, 259 Portage Avenue |
| Justice | Public Safety Building, 151 Princess Street |
| Justice | One Lakeview Square, 155 Carlton Street |
| Justice | 675 Archibald Street |
| Justice | St. James Medical Centre, 2031 Portage Avenue |
| Justice | Bangor Building, 1700 St. James Street |
| Justice | Inter-City Gas Building, 444 St. Mary Avenue |
| Justice | 355 Donald Street |
| Justice | Redwood Centre, 77-A Redwood Avenue |
| Justice | Sun Valley Centre, 1501-1521 Gateway Road |
| Labour | Legislative Building, 450 Broadway Avenue |
| Labour | Norquay Building, 401 York Avenue |
| Labour | Power Building, 428 Portage Avenue |
| Labour | 311 Balmoral Street |
| Labour | Manu-Life Building, 386 Broadway Avenue |
| Labour | Royal Trust Building, 330 St. Mary Avenue |
| Labour | Fire Training Centre, 1360 St. Matthews Avenue |
| Labour | 98-120 Paramount Road |
| Labour | 500 Portage Avenue |
| Leaf Rapids | 800 Portage Avenue |
| Legal Aid Manitoba | Public Interest Law Centre, 402-294 Portage Avenu |
| Legal Aid Manitoba | Broadway Community Law Centre, 635 Broadway Avenu |
| Legal Aid Manitoba | Main Street Community Law Centre, 927 Main Street |
| Legislation | Imperial House, 379 Broadway Avenue |
| Legislation | 500 Portage Avenue |
| Legislation | 386 Broadway Avenue |
| Liquor Control Commission | 1555 Buffalo Place |
| Manitoba Arts Council | 93 Lombard Avenue |
| Manitoba Development Corporation | 1800-155 Carlton Street |
| Manitoba Public Insurance Corporation | 8th/9th Floors, 330 Graham Avenue |
| Manitoba Public Insurance Corporation | 125 King Street E |
| Manitoba Public Insurance Corporation | 930 St Mary's Road |
| Manitoba Public Insurance Corporation | 445 King Street |
| Manitoba Public Insurance Corporation | 420 Pembina Highway |
| Manitoba Public Insurance Corporation | 1103 Pacific Avenue |
| Manitoba Public Insurance Corporation | 1981 Plessis Road |
| Manitoba Telephone System | 489 Empress Street |
| Native Affairs | Colony Square, 500 Portage Avenue |
| Natural Resources | Legislative Building, 450 Broadway Avenue |
| Natural Resources | Robert Fletcher Building, 1181 Portage Avenue |
| Natural Resources | Fort Osborne Complex, 139 Tuxedo Avenue |
| Natural Resources | A.A. Heaps Building, 254 Portage Avenue |
| Natural Resources | Century Industrial Plaza, 989 Century Street |
| Natural Resources | Dublin Square, 1567-1577 Dublin Avenue |
| Natural Resources | Westrow Industrial Mall, 1495 St. James Street |
| Natural Resources | Wawanesa Building, 191 Broadway Avenue |

**WINNIPEG** contd.

| | |
|---|---|
| Natural Resources | Kenaston Place, 530 Kenaston Blvd |
| Natural Resources | 1680 Church Avenue |
| Northern Affairs | Legislative Building, 450 Broadway Avenue |
| Northern Affairs | Pitney Bowes Building, 1200 Portage Avenue |
| Northern Affairs | 500 Portage Avenue |
| Ombudsman | Colony Square, 500 Portage Avenue |
| Provincial Auditor | Manu-Life Building, 386 Broadway Avenue |
| Rural Development | Legislative Building, 450 Broadway Avenue |
| Rural Development | Walter Weir Building, 800 Portage Avenue |
| Rural Development | 155 Carlton Street |
| Urban Affairs | Legislative Building, 450 Broadway Avenue |
| Urban Affairs | A.A. Heaps Building, 254 Portage Avenue |
| Workers Compensation Board of Manitoba | 333 Maryland Street |
| Workers Compensation Board of Manitoba | 255 Sherbrook Street |
| Workers Compensation Board of Manitoba | 311-175 Hargrave Street |
| Workers Compensation Board of Manitoba | 309-175 Hargrave Street |
| Workers Compensation Board of Manitoba | 406-175 Hargrave Street |
| Workers Compensation Board of Manitoba | 765 Portage Avenue |
| Workers Compensation Board of Manitoba | 763 Portage Avenue |

**WINNIPEGOSIS**

| | |
|---|---|
| Family Services | Winnipegosis General Hospital, 230 Bridge Street |
| Liquor Control Commission | 300 Second Avenue |

# GLOSSARY OF TERMS AND TITLES

# GLOSSARY OF TERMS AND TITLES

**ACCOUNTABLE ADVANCE**

A cash payment to an employee to facilitate the discharge of duties and for which an accounting must be rendered at a later date.

**ACCOUNTS PAYABLE**

A record of amounts due to others for services rendered, goods supplied or obligations incurred.

**ACCOUNTS RECEIVABLE**

A record of amounts due to the Province for services rendered, goods supplied, taxation or other levies.

**ADULT BASIC EDUCATION**

A Manitoba Education and Training academic upgrading program for adults with less than Grade 12 standing.

**AFFIRMATIVE ACTION**

A program or series of activities which are undertaken within an organization in order to identify and correct discriminatory practices against certain target groups such as women, natives, disabled persons, and visible minorities.

**AGRICULTURAL SOCIETIES**

Organizations accredited under The Agricultural Societies Act, whose function it is to promote improvement in agriculture, horticulture, arboriculture, manufacturing, and home economics, through varied events such as fairs and exhibitions, seminars, competitions, lectures and demonstrations.

**AGRI-FOOD AGREEMENT**

A five-year sub-agreement from 1984 to 1989 under **ERDA**. It includes projects in the areas of livestock, crops, soil, water and farm financial management. Projects undertaken include research, evaluation, demonstration and education.

## GLOSSARY OF TERMS AND TITLES

### AGRO-MAN AGREEMENT

A federal-provincial agreement from 1979 to 1987 intended to increase and further diversify agricultural production with an emphasis on livestock and the output of crop products for agricultural processing. Objectives were: to accelerate the expansion of value added crops production, primarily those which were processed or had a potential for processing in Manitoba; and to improve the efficiency of production and crop conversion.

### APPOINTMENT BOOK

A daily journal, for example of a Minister, recording appointments and itineraries.

### APPROPRIATION

A expenditure authorization with specific limitations as to amount, purpose and time (usually from 1 April annually), granted to a government department or agency by the Legislative Assembly.

### ARC AGREEMENT

ARC (Agreement for Recreation and Conservation) is a federal-provincial agreement providing funding for the development, protection and preservation of the scenic, recreational, and historical resources of the Red River Corridor.

### ARDA

A federal-provincial program, 1962-1977, under The Agricultural and Rural Development Act (Canada). The federal government initiated the program as an effort to provide regional development in the agricultural base. Various activities were included in the cost-shared program, from agricultural technology transfer, to resource (soil and water) development, and the improvement of human and economic conditions.

### BALANCED ASSESSMENT

A municipal assessment process prepared for Manitoba Education and Training which forms the basis for the calculation of school levies.

# GLOSSARY OF TERMS AND TITLES

## BEEF PRODUCERS INCOME ASSURANCE PLAN

Manitoba Agriculture program implemented in 1975 and discontinued in 1982. It provided a support price guarantee to producers marketing cattle for slaughter. Under five-year contracts with the government, payments were made when the market price fell below the support level determined by a cost-of-production formula.

## BEEF STABILIZATION AND MARKETING PLAN

A marketing plan which provided for contractual agreements between beef producers and the Manitoba Beef Commission allowing the Commission to guarantee producers cattle prices and to market the finished cattle. Under The Farm Income Assurance Plan Act the Commission deducted premiums from producers and paid them monies when cattle prices were below the support price. The plan was terminated in June 1989 and supplanted by the **Tripartite Stabilization Plan.**

## BREAKOPEN

Paper gaming device used in the operation of a breakopen lottery scheme -- sometimes referred to as a Nevada ticket.

## BUDGET

A financial plan embodying an estimate of proposed expenditures for a given period. At the government-wide level, as in the provincial budget, it also refers to the means of financing proposed expenditures.

## BUY AND RENOVATE

A Manitoba Housing program providing an incentive to purchase and upgrade single family homes requiring extensive rehabilitation particularly in core areas.

## CABINET

Cabinet, also known as Executive Council, is composed of all Ministers of the Crown who meet regularly to determine policy, set program priorities and make executive decisions.

## GLOSSARY OF TERMS AND TITLES

### CANADA ASSISTANCE PLAN

A plan allowing for cost-sharing with the federal government of expenditures related to welfare assistance (payments to clients) and welfare services (administrative costs).

### CANADA-MANITOBA PROGRAM FOR OLDER WORKER ADJUSTMENT

A federal-provincial program which provides financial assistance to older workers 55 to 64 years of age who lose their jobs due to major permanent layoffs or closures. It is funded 70% by the federal government and 30% by the provincial government .

### CANADA-MANITOBA TOURISM AGREEMENT

A $30 million 5-year initiative which expired 31 March 1990. Cost-shared equally by the federal and provincial governments, it was designed to assist in the development and promotion of internationally competitive tourism facilities and attractions in 7 program areas.

### CANADIAN AGREEMENT ON VEHICLE REGISTRATION

National program designed to reduce the cost burden of registering vehicles travelling in two or more jurisdictions.

### CANADIAN JOBS STRATEGY

A program to give unemployed persons work and skill development opportunities by providing employers with wage assistance for new positions and help in development of training plans.

### CAREER DEVELOPMENT PROGRAM

A Civil Service program established in 1985 to select government employees from Affirmative Action target groups and prepare them for supervisory, program management, or professional jobs in the civil service through an intensive two-year program of specialized training and work experience involving central agencies and departments.

# GLOSSARY OF TERMS AND TITLES

### CAREERSTART

A program introduced by the **Manitoba Jobs Fund** to encourage employers to create additional employment opportunities for Manitoba students and youth during the summer.

### CASH BOOK

A record of all cash transactions (cash receipts on the left-hand page and cash disbursements on the right-hand page).

### CASH FLOW

The receipt and expenditure of money by the government and its individual departments and agencies, usually accounted for monthly.

### CHILD RELATED INCOME SUPPORT

A Manitoba Family Services program providing monthly supplements to low income families to assist in meeting the costs of raising their children.

### CHILDREN'S AID SOCIETY OF WINNIPEG

The Children's Aid Society of Winnipeg was dissolved in April 1985. The agency's active files were transferred to the new Winnipeg agencies and the closed files were transferred to the Director of Child and Family Support, Manitoba Community Services (currently Manitoba Family Services).

### CITY OF WINNIPEG ACT REVIEW COMMITTEE

A Committee established by Order-in-Council in June 1984 to review all aspects of *The City of Winnipeg Act*, except Part VII (Assessment), and to report its findings the provincial government. In December 1985 the Committee delivered its report to the Minister of Urban Affairs.

### CLASSIFICATION

A means of grouping civil service positions involving similar duties and responsibilities, requiring like qualifications, and meriting the same pay scales.

# GLOSSARY OF TERMS AND TITLES

**COMMITTMENT ACCOUNTING**

See Cash Flow.

**COMPETITION**

A mechanism for determining the best qualified individual for a particular position within the civil service. Competition procedures may involve a review of submitted resumes, written or oral tests, trade or practical tests, and one or more interviews. Competition files may include **position descriptions**, job bulletins, applications, interview summary sheets, and correspondence.

**COMPUTER SYSTEM**

A series of automated activities executed by a computer. Elements (input, throughput, output) of a system may be generated in media such as paper, microfilm, or magnetic tape, and may have various dispositions according to the appropriate **Records Authority Schedule**. Access Guide entries for computer systems indicate minimum and maximum retention periods. For detailed information concerning the retention and dispostion of specific systems, contact the department concerned.

**CONSERVATION AND RENEWABLE ENERGY DEMONSTRATION AGREEMENT**

A federal-provincial agreement, 1980-1985, established to promote the application of new and cost-effective conservation and alternative energy technologies in Manitoba through demonstration and information transfer to energy use sectors. The Agreement allowed for joint federal-provincial funding of demonstration projects under the administration of Manitoba Energy and Mines. Typically, the maximum government funding was two-thirds of the cost with the remaining funding provided by the project proponent.

**CONSERVATION DISTRICT**

A Conservation District is normally created as a result of requests to the Conservation District Commission from municipalities. District boards are composed of representatives from member municipalities and are responsible for long-range resource management, and may develop and implement various resource management programs such as soil conservation, agricultural drainage, wildlife habitat enhancement, to enhance natural resources.

## GLOSSARY OF TERMS AND TITLES

### CONSTRUCTION INDUSTRY WAGES ACT, THE

The Construction Industry Wages Act is administered by Manitoba Labour, Employment Standards. The Act governs the hours of work and minimum wages paid in the heavy and building construction industries throughout Manitoba.

### COOPERATIVE HOMESTART

A program delivered jointly by Manitoba Housing, and Manitoba Cooperative, Consumer and Corporate Affairs. It provides financial assistance to housing cooperatives for the promotion and development of cooperative housing projects.

### CORE AREA INITIATIVE AGREEMENT

A tripartite agreement implemented in 1981 by the federal, provincial and City of Winnipeg governments to improve the physical and living conditions of Core Area residents.

### CORE AREA INITIATIVE GRANTS FOR HOME OWNERSHIP

A Manitoba Housing program which offered, to 1986, grants to eligible purchasers of new homes in the core area of Winnipeg.

### CORE AREA INITIATIVE HOME REPAIR PROGRAM

A Manitoba Housing program providing a monthly subsidy to eligible homeowners and landlords in Winnipeg's core area in order to assist with upgrading and repairs.

### COURT/BOARD OF REVISION

A local appeal body for taxpayers to appeal amount of property assessment, liability and/or classification.

### CRITICAL HOME REPAIR PROGRAM

A Manitoba Housing program offering grants and loans for repair and rehabilitation of homes owned by seniors and low-income families throughout Manitoba.

# GLOSSARY OF TERMS AND TITLES

**CUT HOME ENERGY COSTS**

Manitoba Energy and Mines program designed to encourage the conservation of energy in residential heating by providing low-interest loans for home energy retrofits.

**DAIRY HERD IMPROVEMENT ASSOCIATION**

A Manitoba Agriculture milk recording service program designed to improve production performance of dairy cattle.

**DAY COPIES**

Copies of outgoing correspondence filed chronologically for convenient reference. Also referred to as convenience copies.

**DECREE ABSOLUTE**

A final and conclusive decree of the dissolution of a marriage.

**DECREE NISI**

A provisional decree of dissolution of marriage, whether for divorce or nullity, not to be made absolute until after a specified period of time.

**DELEGATED DEPARTMENTS**

Government departments that have the responsibility for the selection of personnel as delegated by the Civil Service Commission.

**DESTINATION MANITOBA**

A $20 million seven-year federal-provincial accord to improve the productivity of the tourism industry through financial incentives in 6 program areas.

**DISTANCE EDUCATION**

A Manitoba Education and Training program whereby students and instructors are in separate geographic locations. It is delivered through correspondence, telephone and electronic communication.

# GLOSSARY OF TERMS AND TITLES

**ECOLOGICAL RESERVES**

Areas of Crown land which have been designated as suitable for the study and preservation of Manitoba's natural features.

**EMPLOYEE FILES**

Every government employee has a personnel file at the Civil Service Commission and in the department or agency in which they work. The central Employee Files kept by the Commission document the administration of benefits for each civil servant. The departmental or agency file is maintained for recording employee performance and any matter associated with personnel management.

**EMPLOYMENT STANDARDS ACT, THE**

The Employment Standards Act is administered by Manitoba Labour, Employment Standards and governs matters such as hours of work, minimum wages, overtime pay, statutory holidays, the payment of equal pay for equal work by men and women, maternity leave, termination pay or notice.

**ENERDEMO**

A federal-provincial program for energy conservation, energy efficiency, and alternative energy projects related to the **Conservation and Renewable Energy Demonstration Agreement**.

**ENGLISH AS A SECOND LANGUAGE(ESL)**

A Manitoba Culture, Heritage and Citizenship program for adults whose native language is other than English.

**ERDA**

A federal-provincial cost-shared agreement, ERDA (Canada-Manitoba Economic and Regional Development Agreement) was established to enhance regional development and employment through a series of sub-agreements relating to various sectors of the economy over a ten-year period beginning in 1984.

**EQUALIZED ASSESSMENT**

The annual equalization of the valuation and assessment of all property in the province and is used to apportion the costs of the assessment service to the municipalities.

# GLOSSARY OF TERMS AND TITLES

## ESTIMATES

Annual projections of expenditures (money and staff years) prepared by the departments for **Treasury Board** review and **Cabinet** approval. The levels approved by **Cabinet** are reflected in the printed Estimates of Expenditure which are tabled in the Legislature for consideration in Committee of Supply. Approval to make expenditures is finally obtained when Royal Assent is given to the various Supply Bills.

## EXAMINATION FOR DISCOVERY

A pre-trial procedure whereby parties to a court action are given the right to examine one another under oath, to ascertain the grounds on which a claim is made in court or the grounds on which a claim is being proposed.

## FACTUM

Statement of points of law and fact, arguments, order or relief sought, filed to convey the essential facts of a client's case to a trial or appellate court.

## FARM DIVERSIFICATION

A Manitoba Agriculture program implemented in 1972 and discontinued in 1979. It attempted to increase the incomes of participating lower to middle income earners (under $25,000 in gross sales). The program's emphasis was placed on upgrading managerial skills and diversification or expansion of livestock products to improve economic stability.

## FEDERAL-PROVINCIAL TRAINING AGREEMENT

A federal-provincial agreement under The National Training Act (Canada) providing for the selling of skills and upgrading training to Canada and the delivery of the training by Manitoba. The current agreement stipulates the provincial allocation for direct training purchases, market driven purchases, and the recovery of administrative costs.

## FEE-FOR-SERVICE

A type of contract involving a written agreement to remunerate an independent contractor for services provided. The charge or rate may be expressed as an hourly rate, a per diem amount, or as a fixed rate at specified intervals and/or on completion of the service.

## GLOSSARY OF TERMS AND TITLES

### 55 PLUS PROGRAM

A Manitoba Family Services program providing quarterly income supplements to low-income Manitobans who are 55 years of age and over. It replaced the Manitoba Supplement for Pensioners Program in 1986.

### FINANCIAL ADMINISTRATION MANUAL

A regularly updated publication prepared by Manitoba Finance outlining government-wide financial administration policies and procedures. The manual covers classification of accounts, financial planning, budget preparation, and financial reporting. It is primarily designed for senior administrators, financial officers and accounting personnel.

### FINANCIAL STATEMENT

A report showing the financial status and the results of financial operations of a fund, a group of accounts, or an entire government unit for particular accounting periods.

### FRED

A cost-shared federal-provincial agreement, 1967 to 1977, FRED (Fund for Rural Economic Development Agreement) provided funds for education, manpower training and development, and improved physical facilities and research in rural Canada.

### GARNISHING ORDERS

A court document issued when a person owes money to another and ordering that the amount so owing, or part of it, shall be paid to a creditor or creditors whose debt has taken the form of a judgment in court. The process is garnishment and the direction to pay monies as indicated above is a garnishee order.

### GENERAL EDUCATIONAL DEVELOPMENT

A high school equivalency testing program administered by the Distance Education and Technology Branch, Manitoba Education and Training.

# GLOSSARY OF TERMS AND TITLES

## GENERAL JOURNAL

A journal recording general financial transactions, for example, of a unit of government. It is distinct from special journals which may be used to record particular types of transactions separately, such as receipts and disbursements.

## GENERAL LEDGER

The ledger is the final record of the accounts of an organization showing the cumulative effects of all financial transactions. It is derived from the books of original entry, or journals. See also **General Ledger System**.

## GENERAL LEDGER SYSTEM

The General Ledger System is used by Manitoba Finance for the recording of assets and liabilities, as well as receipts and disbursements of the Consolidated Fund. While all expenditure transactions are fed to the General Ledger System from the **Voucher Accounting System**, receipt transactions and other postings are input directly into the General Ledger. The partial listing below represents only those elements of the system which are distributed to each government department, usually to the departmental accounting section, although some output documents may be distributed to other levels of the department.

A. Departmental Receipts Distribution Form: initiates the recording of government receipts.

B. FMIS Adjustment: initiates the adjustment of accounting and/or distribution information contained in the General Ledger System.

C. Journal Entry Batch Balancing Audit Report: lists daily receipts provided in a daily production cycle.

D. Appropriation Posting and Daily Ledger Statement: lists total dollar value of vouchers applied to departmental appropriations for a particular voucher accounting cycle.

E. Voucher Accounting/Financial Management Information System Interface: lists the daily value of all vouchers applied and the cumulative totals for each of the account types.

F. Cash Receipts Register: lists the cash receipt transactions that have been accumulated on file as well as the general ledger account to which the transactions have been posted.

**GENERAL LEDGER SYSTEM** (continued)

G. Account Posting Audit List - Contents of Suspense Accounts: indicates receipt transactions that have been posted to a suspense account because no account listing exists on the account master file.

H. Detailed Listing of Reductions to Expenditure: lists the monthly transactions that have been processed as a reduction to expenditures.

I. Departmental Year-to-Date General Ledger Detail: lists all transactions provided during the month for asset, liability, revenue and expenditure accounts.

J. Year-to-Date General Ledger Detail: monthly listing of transactions and account balances for all asset, liability, revenue and expenditure accounts.

K. Yearly General Ledger Detail: annual report showing the yearly account balances for all asset, liability, revenue and expenditure accounts.

L. Quarterly Reconciliation: listing by department of account balances at the end of each quarter.

M. Justice General VRW Report: Manitoba Justice summarized revenue report which is used in the preparation of the monthly revenue statement and providing financial information to that Department.

**GENERAL MANUAL OF ADMINISTRATION**

The General Manual of Administration (GMA) is the administrative policy and procedure manual of the government of Manitoba, published under authority of Treasury Board.

**GRANT OF PROBATE**

Court of Queen's Bench, Probate Division official appointment of a person to administer the estate of person who has died leaving a will which designates an executor.

**GRANT-IN-AID**

A Manitoba Highways and Transportation program to assist cities, towns and villages to improve their streets.

# GLOSSARY OF TERMS AND TITLES

**HOMES IN MANITOBA**

An umbrella program of Manitoba Housing set up to administer programs specifically designed to stimulate the housing market.

**HOUSE BOOK**

Briefing papers and reference material prepared for a Minister's use in the Legislative Assembly.

**HOUSING AUTHORITY**

A non-profit corporation created by Order-in-Council under The Manitoba Housing and Renewal Corporation Act. A housing authority may: acquire, construct or manage a housing project to provide accommodation for low income earners; act as an agent for the municipality or MHRC; or operate a housing project.

**HUMAN RESOURCES OPPORTUNITY**

Manitoba Family Services program to assist individuals who experience difficulty in finding and maintaining employment due to cultural, social or vocational disadvantages. It includes the seven Human Resources Opportunity Centres which provide counselling, life skills training, and a combination of job training and work experience.

**HUMAN RIGHTS CODE, THE**

Legislation administered by the Manitoba Human Rights Commission. It forbids discrimination with regard to hiring, dismissal, promotion or training, seniority, or any term or condition of employment on the basis of race, nationality, religion, colour, sex, age, marital status, sexual orientation, physical or mental handicap, ethnic or national origin, or political beliefs or family status of any Manitoban coming under its jurisdiction.

**IMPROVEMENT AND STOP WORK ORDERS**

Improvement orders are issued by a safety and health officer to remedy a contravention of The Workplace Safety and Health Act or Regulations. The order sets out the details of the contravention along with the time period in which the contravention is to be remedied. Stop work orders are issued where a safety and health officer is of the opinion that activities in a workplace involve or are likely to involve an imminent risk of serious physical health injury or where a contravention specified improvement order was not remedied.

## GLOSSARY OF TERMS AND TITLES

**INCOME MAINTENANCE**

A Manitoba Family Services program which, under the authority of The Social Allowances Act, provides assistance to eligible persons including sole-support parents, persons with physical or mental disabilities, aged persons, students, children whose parents are dead or unable to support them, persons with dependents in need of special care, and unemployed employable persons in areas of the province where municipal assistance is not available. Further eligibility is determined by a needs test.

**INDICTABLE CONVICTION**

A conviction for an indictable offence, which is an offence of a serious nature triable by judge and jury in the Crown court and involving a preliminary hearing. Records of indictable convictions in the Youth Court are subject to non-disclosure provisions under The Young Offenders Act. See also **summary conviction.**

**INDICTMENT**

A written accusation (or charge) of a crime or offence made to a judge.

**INFORMATIONS**

An information, also known as an information and complaint, is a written accusation (or charge) of a crime or offence made to a Justice of the Peace or Magistrate.

**INVOICE**

A document issued by the supplier of goods and services to confirm that the goods and services have been provided as set out in a **purchase order** and to request that payment be remitted.

**JOB ACCESS FOR YOUNG ADULTS**

A Manitoba Family Services program designed to provide accredited classroom instruction, counselling and work experience in one of three areas (Industrial Manufacturing, Business Skills or Commercial Food Services) to unemployed young adults between the ages of 16 and 24 with less than a grade twelve education.

# GLOSSARY OF TERMS AND TITLES

**JOB CONTROL LANGUAGE**

A series of instructions which are issued in the operation of a large computer system.

**JOB OPPORTUNITY SERVICE**

A Manitoba Family Services program responsible for the registration, referral and placement of all students in summer positions in provincial government departments, Crown corporations and commissions.

**JOB TRAINING FOR TOMORROW**

A Manitoba Family Services program to give unemployed persons work and skill development opportunities, by providing employers with wage assistance for new positions and help in the development of training plans.

**LABOUR RELATIONS ACT, THE**

The Labour Relations Act is administered by the Manitoba Labour Board and is intended to provide a means whereby a group of employees can choose a union to represent them. Once a union is certified by the Board, it can bargain on behalf of the employees in the unit.

**LETTERS OF ADMINISTRATION**

Court of Queen's Bench, Probate Division appointment of a person to administer the estate of person who has died without a will (intestate).

**LIMESTONE PROJECT**

A project to construct the Limestone Generating Station, a Manitoba Hydro generating facility on the Nelson River at Limestone Rapids. Construction commenced in 1985 and is expected to be completed by 1992.

**LIMESTONE PROJECT EMPLOYMENT AND TRAINING AGREEMENT**

A federal-provincial agreement signed in 1985 to provide training for employment at the Limestone hydro-electric generating project.

# GLOSSARY OF TERMS AND TITLES

**MAIN STREET MANITOBA**

A Manitoba Rural Development program which promotes the upgrading of the appearance of main streets by subsidizing both approved public property improvements and approved storefront renovations.

**MANAGEMENT PRACTICES GUIDE**

A publication, issued in 1987 by Manitoba Finance, which outlines the basic management framework and responsibilities of major management functions such as planning, organizing, reporting, controlling and evaluating.

**MANITOBA COMMUNITY ASSETS**

A Manitoba Family Services program which provides partial funding for capital projects undertaken by organizations, municipalities, and local government districts to offer immediate employment opportunities and long-term benefits to communities.

**MANITOBA COMMUNITY PLACES**

A Manitoba Culture, Heritage and Citizenship program, established in 1987, to provide grant assistance to non-profit organizations which undertake capital projects of general benefit to the community.

**MANITOBA GRADUATES IN BUSINESS**

A program offering wage assistance to employers creating new, permanent, professional or technical positions in the following areas: engineering, science, product development and design, human resource management, production/operation management, finance, international trade, marketing and business administration.

**MANITOBA JOBS AND TRAINING**

Manitoba Family Services program, 1983-1986, which offered wage assistance to employers to encourage the creation of new and additional long-term employment opportunities.

# GLOSSARY OF TERMS AND TITLES

**MANITOBA JOBS FUND**

A fund created under The Jobs Fund Act to encourage long-term development of the economy and to assist in the creation and preservation of employment and other economic opportunities.

**MANITOBA MUNICIPAL COMMUNITY ASSETS**

A Manitoba Rural Development program from 1983 to 1985 which offered financial assistance to municipalities and community centres in Winnipeg to construct facilities such as bridges, offices, hockey and curling rinks, day care centres, and libraries.

**MANITOBA YOUTH JOB CENTRE**

Centre operated in cooperation with Canada Employment Centres, chambers of commerce, municipal governments and other community/youth groups to establish placement, referral and job counselling services for students and unemployed youth seeking summer jobs.

**MANUFACTURING ADAPTATION PROGRAM**

A Manitoba Industry, Trade and Tourism program which helps firms complete technology adaptation studies, and provides qualifying businesses with loan financing to secure high technology equipment.

**MEIS**

MEIS (Manitoba Employee Information System) is a computer system used by the Civil Service Commission to track the employees and positions of the Civil Service. It is the principal personnel system for monitoring employment and providing information to department personnel offices to assist in human resource management activities. The listing below represents only those elements of the system which are distributed to each government department, usually to the central personnel branch. Some output documents may be distributed to other levels of the department.

1. Employee Registration: initiates the registration of a new or returning employee and provides basic personal and employment information. Used for both Payroll and MEIS.
2. Employee Change: initiates permanent changes in the employee record and serves as a record of current payroll and personnel information. Used for both Payroll and MEIS.

# GLOSSARY OF TERMS AND TITLES

MEIS (contd)

3. Commitment: initiates the appointment of an employee to an established position and authorizes changes in position information and status.

4. Leave: reports the various types of leave taken by employees.

5. Position Action: initiates the creation of a new position and authorizes changes to positions.

6. Increment Worksheet: reports decisions on annual merit increases for employees.

7. Extension of Appointment Worksheet: reports extensions of the appointments of term employees.

8. Seniority Service Worksheet: confirms and reports seniority service for the calendar year for employees.

9. Pensionable Service Worksheet: confirms and reports pensionable service for the calendar year for employees.

10. General Pay Increase Exception Worksheet: reports adjustments in pay level or entitlements for employees for whom an automatic adjustment could not be made.

11. Fiscal Year End Worksheet: confirms and reports changes to position data affected by the estimates process occurring at fiscal year-end.

12. Department Transactions Applied: lists by department all transactions applied during the update process.

13. Notification of Expiration of Appointments and Leaves: lists all appointments and leaves which have expired or are about to expire.

14. Term Employees With One Year of Service: lists term employees about to complete one year of service who are not already enrolled in the Civil Service Superannuation Fund.

15. Term Employees not in the MGEA: lists term employees in classifications included in an MGEA bargaining unit who have completed two months service.

16. Employees 65 Years of Age: lists employees reaching age 65.

17. Employee Service Report: lists employees who have completed 25 years of service with the government.

18. Seniority List: lists seniority service by department and employee classification for employees covered by the Government Employee Master Agreement.

# GLOSSARY OF TERMS AND TITLES

MEIS (contd)

19. Employee Record Card: provides, for each employee, personal and benefit status information and outlines the employment history recorded on the MEIS.

20. Performance Appraisal Notification: lists all employees who have an anniversary date due within a three-month period.

21. Position Review Listing: provides detailed information on each position in a department.

22. Seniority Service Report: provides a master record of seniority service for all employees.

23. Acting Status Report: lists all employees who have had an acting status appointment (i.e. a temporary assignment to a position with a higher pay rate) during a specified period.

24. Age Distribution by Classification: lists all employees by classification in descending age order.

25. Alphabetical Listing of Employees: lists all active and recently terminated (i.e. within 18 months) employees alphabetically by surname.

26. Cash Flow Projection: lists all positions and employees within each appropriation in position number order and projects bi-weekly salaries to fiscal year-end.

27. Forecasted Salary Detail: lists all employees in continuing positions and provides a projection of salary funds including increments and general pay increases required for the next fiscal year.

28. Position Information Listing: lists all regular positions in position number order.

29. Employee Classification Analyses: salary distribution information on the number of male/female employees at each salary step within each classification.

30. Budgeted Staffing Report: provides information on staffing activity for budget monitoring purposes.

## MINERAL DEVELOPMENT AGREEMENT

A federal-provincial five-year agreement beginning in 1984 and ending in 1989, and aimed at strengthening and diversifying the mining industry in Manitoba through research in four sectors: geo-scientific, mining and minerals technology, development of new opportunities, and public information/evaluation and administration.

# GLOSSARY OF TERMS AND TITLES

**MINUTES**

The official record of the proceedings of a meeting, for example, of a committee or board.

**MOBILE HOME LOAN GUARANTEE PROGRAM**

A program designed to assist in the purchase of mobile homes on sites owned or leased by the applicants, by providing loan guarantees to lenders. the loan is provided at lower interest rates and at longer terms than than the current standards. The amortization period is 25 years on new units and 20 years on previously occupied units.

**MUNICIPAL ASSISTANCE**

A program providing financial assistance to persons in need who are not eligible for provincial social allowances. The province shares costs with the municipalities for expenditures on financial assistance and the administrative costs for full-time employees.

**NEW CAREERS**

A Manitoba Education and Training program that offers career opportunities to disadvantaged individuals. Through on-the-job-training and classroom instruction, trainees acquire the necessary skills for jobs in the provincial civil service, publicly funded agencies, and the private sector.

**NEW INITIATIVES PROGRAM**

A Manitoba Education and Training community-based program which offers grants to community organizations, advocacy groups and educational institutions for the delivery of adult education programs, such as literacy and Adult Basic Education, to disadvantaged learners.

**NO HASSLE I.D.**

An identification card with bearer's photograph issued by the Liquor Control Commission to be taken as proof of age for the purpose of The Liquor Control Act.

## GLOSSARY OF TERMS AND TITLES

**NON-DELEGATED DEPARTMENTS**

Government departments that do not have responsibility delegated by the Civil Service Commission for the selection of personnel.

**NORTHERN AFFAIRS CONSOLIDATED TRUST FUND**

Funds received from other government departments by Northern Affairs for the delivery of specified programs in Northern Manitoba, 1974-1978. Expenditures were primarily conducted in labour oriented programs in the areas of training and job creation. Contributing departments determined the programs and services to be funded.

**NORTHERN AFFAIRS TRUST FUND**

A fund providing a mechanism to facilitate the effective administration of monies to enhance local government autonomy. Activities include: maintenance of property tax records for assessed property under the jurisdiction of Northern Affairs, the processing of financial transactions for communities held in trust, the maintenance of records of funds released to self-administering communities, and the maintenance of funds expended for local services in cottage subdivisions.

**NORTHERN COMMUNITY ASSETS PROGRAM**

A Manitoba Northern Affairs program, 1983-1986, designed to encourage northern community organizations, municipalities and local government to undertake capital projects offering immediate employment opportunities and resulting in long-term benefits to northern communities.

**NORTHERN DEVELOPMENT AGREEMENT**

A federal-provincial agreement, terminated in 1989, designed to develop locally-based income and employment opportunities emphasizing participation by northern residents. Financial and planning assistance was provided to communities and individuals in developing commercial enterprises, particularly in the primary resource sector.

**NORTHERN FLOOD AGREEMENT**

An agreement signed in 1977 between Manitoba, Canada, Manitoba Hydro, and the Northern Flood Committee Inc. and designed to provide compensation to individuals and communities adversely affected by hydro development.

# GLOSSARY OF TERMS AND TITLES

**NORTHERN SUMMER EDUCATION**

A recreational and educational program located at Frontier College in Cranberry Portage, whereby university students and northern youth, plan and implement a curriculum for northern children.

**NORTHERN YOUTH CORPS**

A Manitoba Family Services program which provides grants to sponsors to create summer community improvement jobs for northern youth.

**NOTICE OF MOTION**

A document notifying parties to a court action that an application will be made to a judge in chambers or in court with respect to matters specified in the notice.

**OFFICE FILES**

Records which are kept to document the administration and, depending on the level of management, the policy-making functions of a particular office of responsibility. For example, the office files of a Deputy Minister will include administrative and policy documentation related to most activities in the department, while those of an operations manager will reflect only the functions of that office.

**OPEN CUSTODY**

A type of custody under The Young Offenders Act in a community residential centre, group home, child care institution, or forest or wilderness camp, or any other like place or facility. In Manitoba, Willow Centre in Winnipeg, Crescent Centre at Portage la Prairie and certain family homes in the community are designated places of open custody.

**ORDER FOR RETURN**

A written request for information to the Clerk of the Legislative Assembly in the form of a motion by a member of the legislature

# GLOSSARY OF TERMS AND TITLES

## ORDER-IN-COUNCIL

An executive instrument which, following formal approval by the Lieutenant Governor, functions as the official recorded Order of the Lieutenant-Governor-in-Council. The instrument originates as a recommendation to Council, signed by the responsible Minister and presented to Executive Council for consideration and subsequent approval by the Lieutenant Governor.

## OWNER/SAMPLER PROGRAM

A Manitoba Agriculture milk recording service program designed to improve production performance of dairy cattle.

## PAY EQUITY

The principle of equal pay for work of equal value, based primarily on the relative value of work performed, irrespective of the gender of the employees. Manitoba requires that no employer covered by The Pay Equity Act shall establish or maintain a difference between the wages paid to male and female employees, employed by that employer, who are performing work of equal or comparable value. The Pay Equity Act currently applies to the Manitoba civil service, Crown corporations, universities, and 23 large health facilities.

## PAYMENT OF WAGES ACT, THE

The Payment of Wages Act, administered by Manitoba Labour, Employment Standards is a statute allowing workers to recover wages owing.

## PAYROLL SYSTEM

The Payroll System is used by Manitoba Finance for the payment of employees' salaries and wages. In addition, it is used for the payment of remuneration to members of the Legislative Assembly and members appointed to government boards. It is the principal system for reporting earnings and deductions information for individuals paid from the Payroll System. The partial listing below represents only those elements of the system which are distributed to each government department, usually to the departmental payroll office, although some output documents may be distributed to other levels of the department.

A. Employee Registration: registers an employee or individual in the Payroll System and in MEIS.

# GLOSSARY OF TERMS AND TITLES

**PAYROLL SYSTEM** (contd)

B. Employee Change: record of an employee's current current payroll master file. It is also a document used to make permanent changes to an employee's master file.

C. Increment Worksheet Regular: worksheet generated by MEIS and used to process increment actions (pay rates) for eligible employees in both the MEIS and the Payroll System.

D. Increment Worksheet Departmental: lists departmental employees who have been granted an increment. It is used to process increment actions (pay rates) for eligible employees in the Payroll System.

E. Extension of Appointment Worksheet: MEIS document used to generate employment expiry dates for term and sessional staff in MEIS and in the Payroll System.

F. Canada Savings Bonds Summary: listing to establish board deduction on employee's master file for new bond issue.

G. All Charities Deduction Form: listing to establish All Charities deductions on employee's master file beginning new calendar year.

H. Accounting Distribution Change Worksheet: listing to change accounting distribution automatically on employee's master file for specific employees beginning new fiscal year.

I. Vacation Salary Advance: payment voucher for issuance of salary advance cheque to employee. It is used in the Payroll System to establish a deduction to recover the amount advanced to employee.

J. Positive Time Report: time worked, exception time and one-time deduction overrides for employees paid from the Regular Payroll System.

K. Departmental Time Report: time worked and one-time deduction overrides for employee type departmental positions.

L. Shift Time: shift time for auto paid employees.

M. Weekend Premium: weekend premiums for auto paid employees.

N. Location Code Table Update: additions and/or deletions to current location code table and used for validating location codes on employee master file.

O. Cheque Sequence Code Table Update: additions and/or deletions to current cheque sequence code table. Table accessed for use in production of Cheque Distribution Listing report.

# GLOSSARY OF TERMS AND TITLES

**PAYROLL SYSTEM** (contd)

P. Appropriation/Unique Code Table Update: additions and/or deletions to current appropriation/unique code table. Used to validate appropriation/unique code on employee master file.

Q. Payroll Register: employees in department/location sequences and shows their current earnings, deductions and net pay information.

R. Deductions/Other Earnings: detailed earnings and deductions information relative to the Payroll Register.

S. Deduction/Other Earnings by DOE: individual deduction reports by deduction type. Lists deductions taken for employees during the current cycle.

T. Deductions Not Taken: deductions where the whole amount was not taken during the current cheque cycle due to insufficient funds and any deduction that has an automatic arrears tracking where the year-to-date balance has not been taken.

U. Cheque Distribution Listing: employees in cheque sequence order provided to departments when picking up payroll cheques from Manitoba Finance.

V. Payroll Distribution by Payroll Number: departmental accounting distribution for employees on a specific Departmental Time Report (See K above). It applies only to Manitoba Highways and Manitoba Natural Resources and is produced during Payroll System cheque cycle.

W. Departmental Labour Cost Distribution: departmental accounting distribution by account number for employees paid during Payroll System cheque cycle. It applies only to Manitoba Highways and Manitoba Natural Resources.

X. Earnings by Responsibility Centre: earnings paid to all employees within department/appropriation/unique code during the current cheque cycle. Applies only to employees paid from the Regular Payroll System.

Y. Input to Voucher Accounting: all departmental accounting distributions at a program level for each department covering employees paid during the current cheque cycle.

Z. Red River Community College Interface Tape: costing information for the current cheque cycle covering employees of Red River Community College.

A.A. Departmental Alphabetical List: all employees within a department who are currently on the Payroll System.

**PAYROLL SYSTEM** (continued)

A.B. Shift Time: report of shift time for auto paid employees.

A.C. Weekend Premium: report of weekend premiums for auto paid employees.

A.D. Appropriation Unique Code List: table used to validate **appropriation**/unique code accounting distribution on employee's master file.

A.E. GPI Rate Change Exclusions: employees whose rate of pay was adjusted as a result of general pay increase, but requires further follow-up in the departments, as well as those employees who could not be automatically adjusted.

A.F. Earnings History Report: detailed earnings for employees by pay period earned and pay date.

A.G. Fiscal Year End Accounting Distribution Changes: departmental accounting distributions used by departments for deleting distributions not required in the new fiscal year and returned as an input document in the Payroll System.

A.H. Fiscal Year-End Transfer Control List: employees and their departmental accounting distribution on master files.

A.I. Payroll Cheques: paycheques issued every week from the Payroll System (Regular Payroll - week 1, Departmental Payroll - week 2).

**PENSIONER TENANTS SCHOOL TAX ASSISTANCE**

A Manitoba Housing program providing an annual rebate to pensioners to offset the school tax portion of rental payments.

**PENSIONERS SCHOOL TAX ASSISTANCE PROGRAM**

A Manitoba Finance program offering an income-related benefit calculated on the school taxes of homeowners who are 65 and over or between the ages of 55 and 64. After age 65 no means test is applied.

**PERFORMANCE APPRAISAL**

A formal assessment by a supervisor of work performed by an employee, often over a twelve-month period. Employees may also record their responses to the assessments.

# GLOSSARY OF TERMS AND TITLES

**PLANNING DISTRICT**

Established under The Planning Act a planning district is composed of two or more member municipalities. A Planning District Board includes one or more councillors appointed by the member municipalities.

**POLICE REPORT**

Investigation of an offence by a police officer. May include opinion and conclusions by the investigator, statements of witnesses and accomplices, summaries of evidence and consultations with legal advisors, usually Crown attorneys.

**POSITION DESCRIPTION**

The description of a job in the civil service outlining functions and responsibilities of the position, and the level of supervision exercised and received.

**POSITION FILES**

Records maintained by government personnel offices to record descriptions of all positions in the department or agency. They may contain **position descriptions** and related information on classifications, staff changes, and position advertisements.

**PRAECIPE**

A writ commanding a defendant either to do a certain thing or to show cause why it has not been done.

**PREDISPOSITION REPORT**

An impartial inquiry conducted by a probation officer into the background and character of an offender to assist a court in determining the most appropriate sentence.

# GLOSSARY OF TERMS AND TITLES

**PROGENY PROVING PROGRAM**

Manitoba Agriculture program intended to improve the genetic performance of beef herds. Top gaining bulls are selected from Manitoba test stations and the semen transferred to participating herds.

**PROMPT QUALIFICATION SYSTEM**

A system whereby the offerings of certain issuers are processed promptly, without sacrifice of the main tenets of investor protection.

**PUBLIC SERVICE VEHICLE**

Motor vehicle or trailer operated for personal or corporate gain. Does not include municipal or urban public transit, taxis, ambulances or hearses.

**PURCHASE ORDER**

A document authorizing a vendor to deliver described goods or services at a specified time, place and price.

**PURCHASE REQUISITION**

A document used to request goods or services that will be provided from within the government, such as stationery supplies or printing services from Queen's Printer, or by suppliers outside the government. In the case of outside suppliers, a purchase order is also issued.

**RECLASSIFICATION**

Change of a position in the civil service from one classification or level to another.

**RECORD OF PERFORMANCE PROGRAM**

Record of Performance Program (beef) is a Manitoba Agriculture program of within herd evaluation of animal performance. Manitoba Agriculture assists with record coordination, weighing assistance, and farm application of results.

**RECORD OF PERFORMANCE PROGRAM** (contd)

Record of Performance Program (hogs) is a Manitoba Agriculture program to improve breeding stock quality, total herd efficiency and market grades by encouraging the production and use of quality breeding stock through the identification of genetically superior animals. Advice is available to breeders on herd culling, replacement selection and total herd efficiency evaluation.

**RECORDS AUTHORITY SCHEDULE**

A records management tool identifying all records created or received by the government, specifying the length of time they must be kept, and authorizing the point in time they may be destroyed or transferred to the Provincial Archives of Manitoba. The Provincial Documents Committee is empowered under The Legislative Library Act to consider all Records Authority Schedules and to make recommendations to the Minister responsible.

**RECORDS MANAGEMENT**

The application of systematic controls to the creation, use, retention, disposition and preservation of all forms of recorded information. The principal records management tool used by the government is the **Records Authority Schedule.**

**RENTALSTART**

A Manitoba Housing program providing financial assistance to builders and developers to stimulate the construction of rental units and to alleviate the low rental vacancy rate.

**REQUEST FOR SERVICE**

A form used within government to request services such as minor renovations and repairs, transportation, warehousing and cartage, from Manitoba Government Services.

**REQUISITION**

A document used within the government to request goods or services. See also: **purchase requisition, requisition for goods not under contract.**

# GLOSSARY OF TERMS AND TITLES

**REQUISITION FOR GOODS NOT UNDER CONTRACT**

The standard form of purchase requisition used for ordinary purchases of goods or supplies that are not provided under a special contract or agreement.

**RESIDENT HOMEOWNERS TAX ASSISTANCE PROGRAM**

A Manitoba Finance program offering advances of Manitoba Property Tax Credits to owner-occupied single family dwellings.

**RESIDENTIAL REHABILITATION ASSISTANCE**

A program to assist eligible homeowners and landlords in the repair and improvement of substandard dwellings throughout Manitoba.

**RESIDENTIAL RENT REGULATION ACT, THE**

Legislation which empowers the government to regulate rent increases by setting annual rent increase guidelines. The Act and regulations prescribe a procedure by which a landlord may apply for a rent increase higher than the guideline, and provides the means by which tenants may object to any rent increase. The Act is administered by Manitoba Housing.

**RESPITE CARE**

A program delivered by Manitoba Family Services to provide short-term relief to caregivers of mentally handicapped persons in the community. Respite ranges from full support in the home, short-term accommodation in a community residence or institution, to hourly, evening, or day supervision.

**RESPONSIBILITY CENTRE**

An organizational unit that has been assigned responsibility for carrying out a particular program of activities and which has been allocated revenues and costs to discharge them.

**REVENUE CANADA TD1 FORMS**

Tax Exemption Returns completed by an employee and used to calculate employee income tax payroll deductions.

# GLOSSARY OF TERMS AND TITLES

### RIGHT-OF-WAY

A parcel of land allocated for the construction of a public highway.

### RISK MANAGEMENT

The recognition that an organization can reduce the financial impact of unexpected losses by identifying and evaluating the possibilities of loss, taking measures to reduce or eliminate the chance of loss, as well as lessening the impact of these losses by financial management including the purchase of insurance.

### RURAL AND NORTHERN PROGRAM

A cost-shared program (75-25%) between the federal and provincial governments. Its objects are to provide for the development of housing, (primarily rental) for senior citizens and low-income families in smaller communities.

### RURAL COMPENSATORY SUPPORT PROGRAM

Manitoba Education and Training program which provides financial support for additional program initiatives in the province's socially and economically neediest schools. Administered by the department's Regional Services it is adjudicated by the Rural Compensatory Support Adjuducation Panel whose members are appointed by the Minister of Education and Training.

### SECURE CUSTODY

A type of custody under The Young Offenders Act for the secure containment or restraint of young persons. Designated places of secure custody in Manitoba are at Doncaster Centre (for males) in Winnipeg and the Agassiz Youth Centre (for females) in Portage la Prairie.

### SHELTER ALLOWANCES FOR ELDERLY RENTERS

A Manitoba Housing program offering direct cash assistance to pensioners on fixed incomes in order to keep rent proportionate to income.

# GLOSSARY OF TERMS AND TITLES

**SHELTER ALLOWANCES FOR FAMILY RENTERS PROGRAM**

A Manitoba Housing program offering direct cash assistance for rent to low income families.

**SMALL SCHOOLS COMPENSATORY SUPPORT**

Manitoba Education and Training program offering grants to small schools on an approved formula, as well as and pilot project support to small schools for innovative program proposals for innovative program delivery which are approved by the Small Schools Advisory Liaison Committee.

**SOCIAL ALLOWANCES HEALTH SERVICES**

A Manitoba Family Services program which provides financial assistance for essential non-insured drug, dental and optical supplies and services to social allowances recipients, and wards of the province.

**SOIL CONSERVATION AGREEMENT**

The Canada-Manitoba Soil Conservation Agreement is an initiative designed to reduce wind and water related erosion. The Agreement assists local organizations in undertaking soil conservation measures and provides funding for research and alternative land-use activities.

**SPECIAL ARDA**

A federal-provincial cost-shared program, terminated in 1989, which was designed to support native economic initiatives. The program made funding available to aboriginal people for commercial projects, primary producing projects (agriculture, fishing, trapping), and related infrastructure (forestry, roads, ancillary or incremental water treatment facilities, power sources).

**STATEMENT OF CLAIM**

The legal document prepared by a plaintiff, or a person suing, concisely stating the facts of the case which are intended to be proven in support of the claim.

# GLOSSARY OF TERMS AND TITLES

**STRATEGIC INVESTMENT AGREEMENT**

A four-year agreement, beginning in 1986, between the Manitoba government and Unisys, and designed to bring new information technology to Manitoba's health care system and to create new opportunities for the growth of computer technology industries in Manitoba.

**STUDENT TEMPORARY EMPLOYMENT PROGRAM**

A summer employment program providing salary funds to enable government departments, Crown corporations and commissions to hire students in short-term projects.

**SUBJECT TO ARCHIVAL SELECTION**

'Subject to archival selection' is a **records authority schedule** provision enabling the Provincial Archives to examine records authorized and due for destruction and to select all or some of the records for archival preservation.

**SUMMARY CONVICTION**

A conviction for an offence that may be disposed of by summary proceedings (i.e., without a trial). Records of summary convictions in the Youth Court are subject to non-disclosure provisions under The Young Offenders Act. See also, **indictable convictions**.

**TECHNOLOGY COMMERCIALIZATION PROGRAM**

A Manitoba Industry, Trade and Tourism Program providing support for job creation and economic growth by encouraging technological entrepreneurship. It is targeted at entrepreneurs and businesses who are developing innovative ideas and products in technology.

**TRAINER SECONDMENT PROGRAM**

A Civil Service program designed to train government employees as course leaders. Based on job requirements, development needs and past experience, an individualized development program is established to teach participants the necessary skills required to deliver courses offered by the Commission as well internal programs unique to a department.

# GLOSSARY OF TERMS AND TITLES

## TRANSPORTATION OF THE MOBILITY DISADVANTAGED

A Manitoba Highways and Transportation program offering assistance, grants, and directions to establish and maintain transportation services for the mobility disadvantaged in Manitoba.

## TREASURY BOARD

A committee of the Executive Council composed of six members of Cabinet with staff (Treasury Board Secretariat) supplied by Manitoba Finance. Treasury Board is responsible for overall administrative coordination and for establishing systems and operations that are central or common to all or a number of departments. The Board establishes budgetary guidelines and coordinates the budget process; makes changes in approved staff complements and spending levels; reviews new or expanded programs, financial reports and significant variations of budget plans; and directs program reviews and long-term fiscal planning.

## TREATMENT PANEL

The Child Welfare Treatment Panel was established in 1974 and dissolved in 1984. Its role was to plan and advise on individual rehabilitation programs for juveniles committed to industrial schools and to provide rehabilitation treatment consultation to the Director of Child Welfare.

## TRIPARTITE CATTLE STABILIZATION

A program, funded by producers and the federal and provincial governments, which provides stabilization payments to participating cattle producers through a voluntary insurance plan.

## URBAN NATIVE PROGRAM

A cost-shared program with the federal government, to provide financial assistance to native non-profit housing corporations and ongoing cooperative housing associations for the construction, purchase and rehabilitation, and operation of rental housing projects.

## VACATIONS WITH PAY ACT, THE

*The Vacations with Pay Act* is administered by Manitoba Labour, Employment Standards. The legislation requires employers to give employees vacation pay at a rate which varies with the length of their employment and establishes rules related to the payment of vacation wages on termination of employment, or during plant shut downs.

## GLOSSARY OF TERMS AND TITLES

### VEHICLE CONTROL

A monitoring function which documents the use of government vehicles or of private vehicles for government business. Vehicle Control Records may include mileage reports and/or records of the issue and use of gasoline credit cards.

### VETERINARY SERVICES DISTRICT

An administrative unit established by an Order-in-Council under The Veterinary Services Act and composed of one or more rural municipalities, Indian Reserves, towns and villages which share a need for veterinary services.

### VOLUNTEERS IN PUBLIC SERVICE

A Manitoba Family Services program offering assistance to provincial government agencies wishing to supplement or expand their existing services through a volunteer workforce.

### VOUCHER ACCOUNTING SYSTEM

The Voucher Accounting System is used by Manitoba Finance for the payment of accounts other than employees salaries and wages. It is the principal accounting system for withdrawals from the Consolidated Fund. The partial listing below represents only those elements of the system which are distributed to each government department, usually to the central accounting section, although some output documents may be distributed to other levels of the department.

A. Payment Voucher: initiates the issue of a cheque and provides the accounting details of the transaction.

B. Interdepartmental Transaction Voucher: records transactions between departments without the exchange of cheques.

C. Journal Voucher: requests the adjustment of accounting and/or distribution information contained in the Voucher Accounting System.

D. Journal Voucher Distribution Detail: a supplement to the journal voucher whenever distribution section of the voucher is not large enough to allow for the recording of all the required data.

E. Voucher Distribution Detail: a supplement to "A" or "B" above whenever distribution section is not large enough to record all required data.

# GLOSSARY OF TERMS AND TITLES

**VOUCHER ACCOUNTING SYSTEM** (Contd)

F. Cheque Invoice Detail: a supplement to the voucher where more accounting details are required; for example, when more than one cheque is to be issued.

G. Queen's Printer Stationery Invoice: billing for services or supplies received by departments from the Queen's Printer.

H. Responsibility Centre Budget Distrubution: listing of responsibility centre budgets.

I. Journal Listing for Distribution Master Change Files: listing of a department's responsibility centre budget distribution coding breakdown as determined by the department.

J. Appropriation and Posting Daily Ledger Statement: dollar value, by sub-appropriation, of transactions processed during the run, the cumulative totals of expenditures, and the balances approved but unexpended.

K. Open Ledger Account Posting: same information as "J" above but for open ledger accounts.

L. Trust Account Posting: same information as "J" above but for trust accounts.

M. Transactions Processed: expenditure and adjustment transactions processed.

N. Interdepartmental Credit Transactions Processed: interdepartmental transaction forms processed. To credited departments only.

O. Summary of Transactions: daily value of all vouchers applied and the cumulative totals for each of the account types (i.e. appropriation, trust and open ledger).

P. Master File Transaction Processed: all departmental responsibility centre budget distribution processed (accepted or rejected) at month end.

Q. Comparative Statement: expenditure details compared to budget by sub-appropriation.

R. Departmental Expenditure Status by Type of Expense: listing by accounting distributions and object codes of the month's expenditures and totals to date. To departmental central accounting.

S. Responsibility Centre Expenditure Status by Type of Expense: same information as "R" above but distributed to responsibility centres.

**VOUCHER ACCOUNTING SYSTEM** (continued)

T. Expenditure Status by Reporting Level: expenditure summaries by responsibility centre within a reporting level for monitoring and reporting to the next level of government. Separate reports are created for the following distribution levels:

1. department
2. main appropriation
3. sub-appropriation
4. program
5. responsibility centre
6. activity
7. sub-activity

U. Monthly Listing of Transactions Processed: all transactions applied within the various distributions and distributed to departmental central accounting.

V. Listing of Transactions Processed: identical information as in "U" above but distributed to responsibility centres.

W. Duplicate Invoice Listing: periodic report advising departmental accounting of payments where invoice numbers for the same supplier are identical.

**WARRANT**

An authority to commit individuals to jail for non-payment of fines or to arrest for an appearance in court.

**WATS**

WATS (Wide Area Telephone Services) is a wholesale long-distance telephone service which features reduced long-distance rates.

**WELCOME HOME**

A Manitoba Housing program which provides funds to modify homes so that mentally handicapped people may live in a community.

**WILDLIFE MANAGEMENT AREA**

A area of Crown land set aside for use primarily as a wildlife habitat.

# GLOSSARY OF TERMS AND TITLES

**WORKFORCE 2000**

A program providing financial incentives to small and medium-sized firms to encourage work-based training of new and existing employees.

**WORKPLACE SAFETY AND HEALTH**

The promotion of the safety and health of workers in the workplace through measures established under The Workplace Safety and Health Act. These measures include workplace safety and health committees, representatives and officers, an Advisory Council on Workplace Safety and Health, and the Workplace Safety and Support Division, Manitoba Labour.

**WORKPLACE SAFETY AND HEALTH ACT, THE**

The Workplace Safety and Health Act, administered by Manitoba Labour, regulates the working environment of Manitoba workers.

**YOUTH BUSINESS START**

A Manitoba Jobs Fund program, providing Manitoba youth, 18 and 24 years of age, with an opportunity to start up new full-time, year-round business in Manitoba.

# APPENDICES

FREEDOM OF
INFORMATION ACT

## CHAPTER F175

## THE FREEDOM OF INFORMATION ACT

(Assented to July 11, 1985)

HER MAJESTY, by and with the advice and consent of the Legislative Assembly of Manitoba, enacts as follows:

**Definitions.**
1 In this Act

"applicant" means a person who applies for access to a record under this Act; ("demandeur")

"application" means an application for access to a record under this Act; ("demande")

"Cabinet" means the Executive Council appointed under The Executive Government Organization Act, and includes a committee of the Executive Council; ("Cabinet")

"complainant" means a person who files a complaint with the Ombudsman; ("plaignant")

"complaint" means a complaint filed with, or initiated by, the Ombudsman under this Act; ("plainte")

"court" means the Court of Queen's Bench. ("Cour")

"Crown agency" means
(a) any board, commission, association, or other body, whether incorporated or unincorporated, all the members of which, or of the board of management or board of directors of which, are appointed by an Act of the Legislature or by order of the Lieutenant Governor in Council, or

## CHAPITRE F175

## LOI SUR LA LIBERTÉ D'ACCÈS À L'INFORMATION

(Sanctionnée le 11 juillet 1985)

SA MAJESTÉ, sur l'avis et du consentement de l'Assemblée législative du Manitoba, édicte :

**Définitions**
1 Les définitions qui suivent s'appliquent à la présente loi.

"Cabinet" Le Conseil exécutif nommé en vertu de la Loi sur l'organisation du gouvernement, y compris un comité du Conseil. ("Cabinet")

"Cour" La Cour du Banc de la Reine. ("court")

"demande" Demande de communication d'un document, en vertu de la présente loi. ("application")

"demandeur" La personne qui fait une demande de communication d'un document, en vertu de la présente loi. ("applicant")

"document" Toutes informations enregistrées, quels que soient leur forme et leur support. Sans préjudice de la généralité de ce qui précède, sont assimilés à un document :
a) toute correspondance, note, tout dossier, registre, catalogue, livre, plan, carte, dessin, diagramme, photographie, film, tableau, illustration ou graphique, microformule, enregistrement sonore, magnétoscopique et informatisé;

(b) any corporation the election of the board of directors of which is controlled by the Crown, directly or indirectly, through ownership of the shares of the capital stock thereof by the Crown or by a board, commission, association, or other body which is a Crown agency within the meaning of this definition,

but does not include the Provincial Auditor, Chief Electoral Officer or Ombudsman. ("organisme gouvernemental")

"department" means a department or branch of the Executive Government of Manitoba, and includes a Crown agency; ("ministère")

"designated minister" means the minister charged by the Lieutenant Governor in Council with the administration of this Act; ("ministre désigné")

"exempt information" means information which falls within an exemption; ("renseignements privilégiés")

"exemption" means a class or category of information to which the head of a department is required or authorized to refuse access under sections 38 to 49; ("exemption")

"head" or "head of a department" means

(a) in the case of an unincorporated Crown agency, the minister charged with the administration of the Act under which the agency is established,

(b) in the case of an incorporated Crown agency, the chief executive officer of the agency, and

(c) in all other cases, the minister charged with the administration of the department. ("responsable" ou "responsable d'un ministère")

"investigation" means the investigation by the Ombudsman of a complaint; ("enquête")

"minister" means a member of the Cabinet. ("ministre")

b) tout manuel ou autre guide utilisé par les cadres ou les employés d'un ministère, afin d'interpréter un texte législatif ou de diriger un programme ministériel ou des activités de même nature qui concernent le public;

c) une transcription des notes explicatives se rapportant à un dossier, lorsque la forme du dossier est telle qu'il ne peut être compris qu'en y joignant de telles notes;

d) une copie d'un dossier; et

e) une partie d'un dossier. ("record")

"enquête" L'enquête faite par l'Ombudsman à l'égard d'une plainte. ("investigation")

"exemption" Classe ou catégorie de renseignements à l'égard de laquelle le responsable d'un ministère doit ou peut refuser la communication, en application des articles 38 à 49. ("exemption")

"fonctionnaire" Sont comprises parmi les fonctionnaires les personnes de la fonction publique du gouvernement du Manitoba ou de tout autre gouvernement

a) qui sont autorisées à faire ou à mettre en application tout acte ou toute chose ou à exercer tout pouvoir; ou

b) à l'égard desquelles une loi d'intérêt public impose un devoir. ("public officer")

"ministère" Ministère ou service du gouvernement du Manitoba, y compris un organisme gouvernemental. ("department")

"ministre" Membre du cabinet. ("minister")

"ministre désigné" Le ministre chargé par le lieutenant-gouverneur en conseil de l'application de la présente loi. ("designated minister")

"Ombudsman" L'Ombudsman nommé en vertu de la Loi sur l'Ombudsman, y compris toute personne qui est employée par celui-ci ou qui agit en vertu de son autorité. ("Ombudsman")

"organisation" Est assimilé à une organisation un syndicat ouvrier ou une autre association non constituée en corporation. ("organisation")

"Ombudsman" means the Ombudsman appointed under The Ombudsman Act, and includes any person employed by or otherwise acting under the authority of the Ombudsman. ("Ombudsman")

"organization" includes a trade union or other unincorporated association; ("organisation")

"public officer" includes any person in the public service of the Government of Manitoba or any other government
(a) who is authorized to do, or enforce the doing of, any act or thing or to exercise any power, or
(b) upon whom any duty is imposed, by or under any public Act; ("fonctionnaire")

"record" means any kind of recorded information, regardless of physical form or characteristics, and without restricting the generality of the foregoing includes
(a) any correspondence, memorandum, file, register, index, book, plan, map, drawing, diagram, photograph, film, painting, pictorial or graphic work, microform, sound recording, video tape, and machine-readable record,
(b) any manual, handbook or other guideline used by the officers or employees of a department to interpret an enactment or to administer a departmental program or activity which affects the public,
(c) where the form of a record is such that the record cannot be understood without explanation, a transcript of the explanation of the record,
(d) a copy of a record, and
(e) a part of a record. ("document")

"third party", in respect of an application, means any person or organization other than the applicant or a department. ("tiers")

"organisme gouvernemental" Selon le cas :
a) les régies, commissions, associations ou autre entités, constituées ou non en corporations, dont tous les membres ou tous ceux du conseil d'administration ou de direction sont nommés par une loi de la Législature ou par un décret du lieutenant-gouverneur en conseil; ou
b) toute corporation dont l'élection du conseil de direction est sous l'autorité directe ou indirecte de la Couronne, par l'entremise de la propriété des actions du capital-actions de ladite corporation par la Couronne ou par une régie, commission, association ou autre entité qui est un organisme gouvernemental au sens de la présente définition.
Le vérificateur provincial, le directeur général des élections et l'Ombudsman ne sont pas assimilés à un organisme gouvernemental. ("Crown agency")

"plaignant" La personne qui dépose une plainte auprès de l'Ombudsman. ("complainant")

"plainte" Plainte qui est déposée auprès de l'Ombudsman ou qui émane de celui-ci, en vertu de la présente loi. ("complaint")

"renseignements privilégiés" Renseignements qui sont compris dans une exemption. ("exempt information")

"responsable" ou "responsable d'un ministère" :
a) dans le cas d'un organisme gouvernemental non constitué en corporation, le ministre chargé de l'application de la loi sous le régime de laquelle l'organisme est constitué;
b) dans le cas d'un organisme gouvernemental constitué en corporation, le mandataire général de l'organisme; et
c) dans tous les autres cas, le ministre chargé de l'administration du ministère. ("head" or "head of department")

"tiers" Dans le cas d'une demande, toute personne ou organisation autre que le demandeur ou qu'un ministère. ("third party")

**Meaning of access.**
2(1) A person who is given access to a record under this Act has, subject to section 7, the right

(a) to examine the record, or

(b) to obtain a copy of the record.

**Exercise of access right.**
2(2) The head of the department which gives access to a record under this Act shall decide whether access is given in accordance with clause (1)(a) or clause (1)(b), but where the condition of the record so permits, the head shall give the applicant an opportunity both to examine the record and to obtain a copy of it.

**Records stored by electronic means.**
2(3) Where a department receives an application for access to a microform, film, sound recording, machine-readable record or other record of information stored by electronic means, the head of the department shall be presumed to have given access to the record under this Act where the head

(a) permits the applicant to examine a transcript of the record; or

(b) provides the applicant with a copy of the transcript of the record; or

(c) in the case of a record produced for visual or aural reception, permits the applicant to view or hear the record or provides the applicant with a copy of it.

**Right of access.**
3 Subject to this Act, every person has, upon application, a right of access to any record in the custody or under the control of a department, including any record which discloses information about the applicant.

**Contents of application.**
4 Every application shall be made in prescribed form to the department which the applicant believes has custody or control of the record, and shall provide sufficient detail to enable an experienced officer or employee of the department to identify and locate the record.

**Accès**
2(1) Une personne à qui est accordée la communication d'un document, en vertu de la présente loi, a le droit, sous réserve de l'article 7 :

a) de consulter le document, ou

b) d'en obtenir une copie.

**Exercice du droit à la communication d'un document**
2(2) Le responsable du ministère qui accorde la communication d'un document en vertu de la présente loi doit décider si la communication est accordée conformément à l'alinéa (1)a) ou b). Cependant, lorsque l'état du document le permet, le responsable doit permettre au demandeur de consulter le document et d'en obtenir une copie.

**Documents conservés par des moyens électroniques**
2(3) Lorsqu'un ministère reçoit une demande de communication d'une microformule, d'un film, d'un enregistrement sonore, d'un enregistrement informatisé ou d'un autre document qui renferme des renseignements et qui est conservé par des moyens électroniques, le responsable du ministère est réputé avoir accordé la communication du document en vertu de la présente loi :

a) s'il autorise le demandeur à consulter une transcription du document;

b) s'il fournit au demandeur une copie de la transcription du document; ou

c) s'il autorise le demandeur à regarder ou à entendre le document ou s'il lui fournit une copie du document, lorsque ce dernier est produit afin d'être vu ou entendu.

**Droit d'accès**
3 Sous réserve de la présente loi et suite à une demande, toute personne a droit à l'accès aux documents sous la garde ou la responsabilité d'un ministère, y compris à ceux qui divulguent des renseignements au sujet du demandeur.

**Contenu de la demande**
4 Chaque demande doit être faite, dans les formes prescrites, auprès du ministère qui, de l'avis du demandeur, est responsable du document ou en a la garde; elle doit être rédigée en des termes suffisamment précis pour permettre à un cadre ou à un employé expérimenté du ministère d'identifier ou de trouver le document.

**Notice of right to file complaint.**

5 The prescribed form for applications shall contain notification that the applicant has the right to file a complaint with the Ombudsman in the event the department fails to respond to the application in a manner authorized by this Act within 30 days.

**Notice regarding access.**

6(1) Subject to sections 9 and 11, the head of a department which receives an application shall, within 30 days after the department receives the application,

(a) send written notice to the applicant as to whether or not the head agrees or refuses to give the applicant access to the record; and

(b) if access is to be given, give the applicant access to the record.

**Contents of refusal.**

6(2) Where the head refuses to give the applicant access to the record, the notice referred to in clause (1)(a) shall state the right of the applicant to file a complaint with the Ombudsman about the refusal to give access, and the notice shall further state

(a) in the case of a record which the department claims does not exist or cannot be located, that the record does not exist or cannot be located;

(b) in the case of a record which does exist and can be located, the specific provision of this Act upon which the refusal to give access is based.

**Fees.**

7 An applicant who is given access to a record shall, prior to examining the record or obtaining a copy thereof, pay to the department which controls the record such fees as may be prescribed by regulation.

**Failure to respond within 30 days.**

8 Where the head of a department does not respond to an application in a manner authorized by this Act within 30 days after the department receives the application, the head shall, for purposes of this Act, be presumed to have refused to give the applicant access to the record.

**Avis du droit de dépôt d'une plainte**

5 La formule prescrite des demandes doit comprendre un avis indiquant que le demandeur a le droit de déposer une plainte auprès de l'Ombudsman, dans le cas où le ministère néglige de donner suite à la demande dans un délai de 30 jours, d'une façon que la présente loi autorise.

**Avis relatif à une demande de communication de document**

6(1) Sous réserve des articles 9 et 11, le responsable d'un ministère recevant une demande est tenu, dans les 30 jours suivant la réception d'une telle demande par le ministère :

a) d'aviser par écrit le demandeur qu'il accepte ou refuse de lui communiquer le document; et

b) le cas échéant, de lui accorder la communication du document.

**Contenu du refus**

6(2) Lorsque le responsable refuse au demandeur la communication du document, l'avis prévu à l'alinéa (1)a) doit mentionner le droit du demandeur de déposer une plainte auprès de l'Ombudsman relativement au refus; l'avis doit mentionner en outre :

a) le fait que le document n'existe pas ou ne peut être trouvé lorsque, selon le ministère, il s'agit d'un tel cas;

b) la disposition précise de la présente loi sur laquelle est fondé le refus de communication de document, dans le cas d'un document qui existe et qui peut être trouvé.

**Frais de communication**

7 Le demandeur à qui la communication d'un document est accordée doit, avant de le consulter ou d'en obtenir une copie, payer au ministère responsable du document le droit fixé par règlement.

**Défaut de donner suite à la demande**

8 Lorsque le responsable d'un ministère ne donne pas suite à une demande d'une façon que la présente loi autorise, dans les 30 jours suivant la réception d'une telle demande par le ministère, il est réputé, aux fins de la présente loi, avoir refusé au demandeur la communication du document.

**Forwarding application.**

**9(1)** Where a department receives an application for access to a record which the department does not have in its custody or under its control, the head of the department shall make all necessary inquiries in order to determine whether any other department has custody or control of the record, and where the head determines that another department has custody or control of the record, the head shall

(a) forward the application to the other department, and

(b) send written notice to the applicant that the application has been forwarded to the other department.

**Transfer of application.**

**9(2)** Where the head of a department which receives an application reasonably believes that another department has a greater interest in the record referred to in the application, the head may transfer the application to the other department, and, upon making a transfer, the head shall send written notice of the transfer to the applicant.

**Meaning of greater interest.**

**9(3)** For purposes of subsection (2), a department has a greater interest in a record if

(a) the record was originally prepared in or for the department; or

(b) the department was the first department to obtain the record.

**Effect on time limits.**

**10** A department to which an application is forwarded or transferred under section 9 shall respond to the application in a manner authorized by this Act as if the department had originally received the application, and for purposes of the time limits set out in this Act, the department shall be presumed to have received the application on the same day as the department which originally received the application.

**Extension of time limits.**

**11(1)** The head of a department which receives an application may extend the 30 day limit set out in subsection 6(1) for up to 30 further days if, in order to process the application, the department must

**Demande envoyée à un autre ministère**

**9(1)** Lorsqu'un ministère reçoit une demande de communication d'un document dont il n'a pas la garde ou la responsabilité, le responsable du ministère doit effectuer toutes les enquêtes nécessaires afin de déterminer si le document est sous la garde ou la responsabilité d'un autre ministère. Lorsqu'il détermine un tel fait, il doit :

a) envoyer la demande à l'autre ministère, et

b) aviser par écrit le demandeur que la demande a été envoyée à l'autre ministère.

**Transmission de la demande**

**9(2)** Si le responsable d'un ministère recevant une demande juge de façon raisonnable que le document mentionné dans la demande concerne davantage un autre ministère, il peut la transmettre à l'autre ministère. Suite à la transmission de la demande, il doit en aviser par écrit le demandeur.

**Justification de la transmission**

**9(3)** Pour les besoins du paragraphe (2), un document concerne davantage un ministère :

a) si ce dernier est à l'origine du document, soit qu'il l'ait préparé lui-même ou qu'il ait d'abord été préparé à son intention; ou

b) si ce dernier a été le premier ministère à recevoir le document.

**Conséquence relative aux délais**

**10** Un ministère à qui une demande est envoyée ou transmise en application de l'article 9 doit donner suite à la demande d'une façon que la présente loi autorise, comme s'il avait reçu la demande dès le début. Aux fins du calcul des délais prévus dans la présente loi, le ministère est réputé avoir reçu la demande le jour même de sa réception initiale par un autre ministère.

**Prorogation du délai**

**11(1)** Le responsable d'un ministère recevant une demande peut proroger le délai de 30 jours mentionné au paragraphe 6(1) d'une période supplémentaire de 30 jours si le ministère doit, afin de traiter une demande :

(a) search for, or examine, such a large number of records that meeting the 30 day limit would unreasonably interfere with the operations of the department; or

(b) consult with another office of the department, or with another department, in circumstances such that the consultations cannot reasonably be completed within 30 days.

**Notice of extension.**

**11(2)** A head who extends the 30 day limit in accordance with subsection (1) shall, within 30 days after the department receives the application, send written notice to the applicant of

(a) the extension;

(b) the right of the applicant to file a complaint with the Ombudsman about the extension; and

(c) the right of the applicant to file a complaint with the Ombudsman if, forthwith on the expiry of the extension, the head does not respond to the applicant in a manner authorized by subsection (3).

**Access or refusal.**

**11(3)** Forthwith on the expiry of an extension under this section, the head shall send written notice to the applicant as to whether or not the head agrees or refuses to give the applicant access to the record; and shall, as the case may be,

(a) give the applicant access to the record; or

(b) state in the notice details of the matters referred to in subsection 6(2), including the right of the applicant to file a complaint with the Ombudsman about the refusal to give access.

**Failure to respond.**

**11(4)** Where on the expiry of an extension under this section the head does not respond to the applicant in a manner authorized by subsection (3), the head shall be presumed to have refused to give the applicant access to the record.

a) chercher ou consulter un si grand nombre de documents que l'observation du délai de 30 jours entraverait de façon sérieuse le fonctionnement du ministère; ou

b) consulter un autre bureau du ministère ou un autre ministère dans des circonstances telles que les consultations rendraient pratiquement impossible l'observation du délai de 30 jours.

**Avis de prorogation**

**11(2)** Un responsable qui proroge le délai de 30 jours conformément au paragraphe (1) doit, dans les 30 jours suivant la réception de la demande par le ministère, aviser par écrit le demandeur :

a) de la prorogation;

b) de son droit de déposer une plainte auprès de l'Ombudsman, relativement à la prorogation; et

c) de son droit de déposer une plainte auprès de l'Ombudsman aussitôt à la fin de la prorogation, si le responsable ne donne pas suite à sa demande, d'une façon autorisée par le paragraphe (3).

**Communication du document accordée ou refusée**

**11(3)** Immédiatement à la fin d'une prorogation prévue en application du présent article, le responsable doit aviser par écrit le demandeur qu'il accepte ou refuse de lui communiquer le document et doit, selon le cas :

a) accorder au demandeur la communication du document; ou

b) mentionner en détail dans l'avis les affaires prévues au paragraphe 6(2), y compris le droit du demandeur de déposer une plainte auprès de l'Ombudsman relativement au refus de communication du document.

**Défaut de donner suite à la demande**

**11(4)** Lorsqu'à la fin d'une prorogation prévue en application du présent article, le responsable ne donne pas suite à la demande d'une façon autorisée par le paragraphe (3), il est réputé avoir refusé au demandeur la communication du document.

**Severability.**

12(1) Notwithstanding any other provision of this Act, where a department receives an application for access to a record which contains exempt information, the head of the department shall give access to all the information in the record which is not exempt and which can reasonably be severed from the exempt information.

**Explanation or interpretation of record.**

12(2) Where the head of a department gives access to any record under this Act, the head may, without altering the record, supply the applicant with such additional information as the head believes will be necessary to explain or interpret the record.

**Information filed by applicant.**

13(1) An applicant given access to a record which discloses information about himself or herself is entitled to submit to the department which has custody or control of the record

(a) a written objection respecting any error or omission of fact which the applicant alleges is contained in the record; and

(b) a written objection to, or explanation or interpretation of, any opinion which has been expressed by a third party about the applicant and which is contained in the record.

**Information becomes part of record.**

13(2) As of the date of its submission, any objection, explanation or interpretation submitted under subsection (1) becomes part of the record and shall not be destroyed, altered or removed therefrom.

**Correction of factual error.**

13(3) Where the head of the department which has custody or control of a record referred to in subsection (1) is satisfied that the record contains an error or omission of fact, the head shall cause the record to be corrected.

**Renseignements non privilégiés extraits d'un document**

12(1) Par dérogation à toute autre disposition de la présente loi, lorsqu'un ministère reçoit une demande de communication d'un document qui contient des renseignements privilégiés, le responsable du ministère doit accorder la communication de tous les renseignements non privilégiés qui sont contenus dans le document et qui peuvent être extraits sans problèmes sérieux.

**Explication ou interprétation d'un document**

12(2) Le responsable d'un ministère qui accorde la communication d'un document en vertu de la présente loi peut, sans le modifier, fournir au demandeur les autres renseignements qu'il juge être nécessaires pour l'explication ou l'interprétation ultérieure du document.

**Renseignements déposés par le demandeur**

13(1) Un demandeur à qui est accordée la communication d'un document qui divulgue des renseignements à son sujet a droit de soumettre au ministère qui a la garde ou la responsabilité du document :

a) une opposition écrite concernant toute erreur ou omission de fait qui, selon le demandeur, est contenue dans le document, et

b) une opposition écrite à une opinion qu'un tiers a exprimée au sujet du demandeur et qui est contenue dans le document, ou une explication ou une interprétation de ladite opinion.

**Renseignements faisant partie du document**

13(2) À partir de la date à laquelle une opposition, une explication ou une interprétation a été soumise en vertu du paragraphe (1), celle-ci fait partie du document et ne doit pas être détruite, modifiée ou retirée de celui-ci.

**Corrections d'erreurs de fait**

13(3) Le responsable du ministère qui a la garde ou la responsabilité d'un document mentionné au paragraphe (1) y fait apporter des corrections s'il est convaincu que le document renferme une erreur ou une omission de fait.

**Complaint by applicant**

**14** An applicant who

(a) is refused access to a record; or

(b) receives a notice of extension under subsection 11(2);

may, in person or through counsel, file a complaint in respect thereof with the Ombudsman.

**Duties of Ombudsman**

**15(1)** In addition to any other powers, duties and functions which may be conferred or imposed on the Ombudsman under this Act, the Ombudsman shall receive and investigate every complaint

(a) by an applicant about

(i) the refusal by the head of a department to give the applicant access to a record, or

(ii) an extension under section 11 of the 30 day limit for responding to the application; and

(b) by any person about the adequacy or availability of the Access Guide required to be published under this Act.

**Complaint by Ombudsman**

**15(2)** Where the Ombudsman is satisfied that there are reasonable grounds to investigate any matter referred to in subsection (1), the Ombudsman may initiate a complaint about the matter, and subject to subsection 30(4) the provisions of this Act apply with necessary modifications to a complaint initiated by the Ombudsman.

**Complaints in prescribed form**

**15(3)** Every complaint shall be in prescribed form.

**Powers of investigation**

**16(1)** Upon receiving or initiating a complaint, the Ombudsman shall forthwith investigate the complaint and for this purpose the Ombudsman has, subject to this Act, all the powers of a commissioner appointed under Part V of The Manitoba Evidence Act; but sections 85 and 86 of The Manitoba Evidence Act do not apply to any investigation conducted by the Ombudsman under this Act.

S.M. 1988-89, c. 13, s. 12.

**Plainte déposée par le demandeur**

**14** Un demandeur peut, en personne ou par l'intermédiaire d'un avocat, déposer une plainte auprès de l'Ombudsman :

a) si la communication d'un document lui est refusée; ou

b) s'il reçoit un avis de prorogation en application du paragraphe 11(2).

**Fonctions de l'Ombudsman**

**15(1)** En plus des autres pouvoirs et fonctions conférés à l'Ombudsman en vertu de la présente loi, celui-ci doit recevoir toutes les plaintes et faire enquête sur toutes les plaintes qui sont déposées :

a) par un demandeur relativement :

(i) au refus du responsable d'un ministère de lui accorder la communication d'un document, ou

(ii) à une prorogation du délai de 30 jours, prévue en application de l'article 11, afin de donner suite à la demande; et

b) par toute personne relativement à la pertinence ou à la disponibilité du guide d'accès à l'information devant être publié en vertu de la présente loi.

**Plainte émanant de l'Ombudsman**

**15(2)** L'Ombudsman peut prendre l'initiative d'une plainte relative à une question prévue au paragraphe (1), s'il est convaincu qu'une enquête devrait être menée relativement à une telle question. Sous réserve du paragraphe 30(4), les dispositions de la présente loi s'appliquent, avec les adaptations nécessaires, à une plainte émanant de l'Ombudsman.

**Forme des plaintes**

**15(3)** Chaque plainte doit être déposée en la forme prescrite.

**Pouvoirs relatifs à la tenue d'une enquête**

**16(1)** L'Ombudsman, après avoir reçu une plainte ou en avoir pris l'initiative, doit procéder immédiatement à l'instruction de celle-ci et à cette fin, il possède, sous réserve de la présente loi, tous les pouvoirs d'un commissaire nommé en vertu de la Partie V de la Loi sur la preuve au Manitoba. Cependant, les articles 85 et 86 de cette loi ne s'appliquent pas à une enquête menée par l'Ombudsman en vertu de la présente loi.

L.M. 1988-89, c. 13, art. 12.

**Delegation of powers**

**16(2)** The Ombudsman may delegate to any person the authority to investigate a complaint, and any person so authorized may exercise the powers, and shall perform the duties and functions, assigned to the Ombudsman under this Act, but the Ombudsman shall not delegate to any other person the duty referred to in section 55.

**Right of entry**

**16(3)** Notwithstanding any other Act of the Legislature or any privilege under the law of evidence, the Ombudsman has, for the purpose of investigating a complaint, the right

(a) to enter any office of a department and examine any record in the custody of the department; and

(b) to converse in private with any officer or employee of a department.

**Reasons for refusal**

**17(1)** Where a complaint relates to a presumed refusal of access under section 8 or subsection 11(4), the Ombudsman shall, immediately upon beginning the investigation, request the head of the department involved in the complaint to give the applicant written notice of the reasons for the refusal to give access.

**Contents of notice**

**17(2)** Forthwith upon receiving the request from the Ombudsman under subsection (1), the head shall send to the applicant a written notice stating

(a) in the case of a record which the department claims does not exist or cannot be located, that the record does not exist or cannot be located;

(b) in the case of a record which does exist and can be located, the specific provision of this Act upon which the refusal to give access is based.

**Withholding information from Ombudsman**

**18** No person shall

(a) withhold from the Ombudsman any record required by the Ombudsman for the purpose of an investigation; or

(b) refuse to furnish any information required by the Ombudsman for the purpose of an investigation.

**Délégation de pouvoirs**

**16(2)** L'Ombudsman peut déléguer le pouvoir d'instruction des plaintes. Les délégués peuvent exercer les pouvoirs de l'Ombudsman qui sont prévus par la présente loi et exécutent les fonctions de celui-ci. Cependant, l'Ombudsman ne délègue à aucune autre personne la fonction prévue à l'article 55.

**Droit de pénétrer dans les bureaux d'un ministère**

**16(3)** Par dérogation à toute autre loi de la Législature ou à toute immunité reconnue par le droit de la preuve, l'Ombudsman a le droit, pour les besoins d'instruction d'une plainte :

a) de pénétrer dans tout bureau d'un ministère et d'examiner les documents sous la garde du ministère; et

b) de s'entretenir en privé avec un cadre ou un employé d'un ministère.

**Raisons du refus**

**17(1)** Lorsqu'une plainte se rapporte à un refus présumé de communication d'un document en vertu de l'article 8 ou du paragraphe 11(4), l'Ombudsman doit, aussitôt après le début de l'enquête, demander au responsable du ministère qui s'occupe de la plainte de donner au demandeur un avis écrit indiquant les raisons d'un tel refus.

**Contenu du refus**

**17(2)** Immédiatement après la réception de la demande de l'Ombudsman en vertu du paragraphe (1), le responsable doit envoyer au demandeur un avis écrit indiquant :

a) le fait que le document n'existe pas ou ne peut être trouvé lorsque, selon le ministère, il s'agit d'un tel cas;

b) la disposition précise de la présente loi sur laquelle est fondé le refus de communication de document, dans le cas d'un document qui existe et qui peut être trouvé.

**Refus de communiquer des informations à l'Ombudsman**

**18** Nul ne doit :

a) refuser à l'Ombudsman un document qu'il exige pour les besoins d'une enquête; ou

b) refuser de fournir une information que l'Ombudsman exige pour les besoins d'une enquête.

**Investigations in private.**
**19** The Ombudsman shall conduct every investigation in private.

**Right to make representations.**
**20** In the course of an investigation, the Ombudsman shall give to the complainant and to the head of the department, if any, involved in the complaint a reasonable opportunity to make representations respecting the complaint.

**Secrecy.**
**21(1)** The Ombudsman shall maintain secrecy in respect of all matters which come to the knowledge of the Ombudsman in the course of any investigation.

**Disclosure in certain situations.**
**21(2)** Notwithstanding subsection (1), the Ombudsman may disclose

(a) in the course of an investigation, any matter which the Ombudsman considers necessary to disclose in order to facilitate the investigation;

(b) in a report prepared under this Act, any matter which the Ombudsman considers necessary to disclose in order to establish grounds for the findings and recommendations in the report; and

(c) in the course of a prosecution for an offence under this Act, any matter required for purposes of the prosecution.

**Due regard for exemptions.**
**21(3)** When making a disclosure under subsection (2), the Ombudsman shall have due regard for the exemptions in this Act and shall take every reasonable precaution in order to avoid disclosure of any exempt information.

**Defence under other Acts.**
**22** No person is guilty of an offence against any other Act of the Legislature by reason of complying with any request or requirement by the Ombudsman to furnish information or produce a record for the purpose of an investigation.

**Enquêtes menées en privé**
**19** Toutes les enquêtes menées par l'Ombudsman sont privées.

**Droit de présenter des observations**
**20** Au cours d'une enquête, l'Ombudsman doit donner au plaignant et au responsable du ministère concernés par la plainte, la possibilité de présenter leurs observations relativement à celle-ci.

**Secret**
**21(1)** L'Ombudsman est tenu au secret à l'égard de toutes les questions dont il prend connaissance dans le cadre d'une enquête.

**Divulgation dans certains cas**
**21(2)** Par dérogation au paragraphe (1), l'Ombudsman peut divulguer les renseignements suivants :

a) dans le cadre d'une enquête, toute question qu'il juge nécessaire de divulguer afin de faciliter l'enquête;

b) dans un rapport préparé en vertu de la présente loi, toute question qu'il juge nécessaire de divulguer afin de motiver les conclusions et les recommandations contenues dans le rapport;

c) dans le cadre d'une poursuite intentée pour une infraction à la présente loi, toute question requise pour les besoins de la poursuite.

**Prise en considération des exemptions**
**21(3)** L'Ombudsman qui divulgue des renseignements en vertu du paragraphe (2) doit tenir compte des exemptions prévues à la présente loi et prendre toutes les précautions raisonnables afin d'éviter la divulgation de renseignements extraits d'un document.

**Défense en vertu d'autres lois**
**22** Une personne n'est pas coupable d'une infraction à une autre loi de la Législature du fait qu'elle s'est conformée à une requête ou à une exigence de l'Ombudsman lui demandant de fournir des informations ou de produire un document aux fins d'une enquête.

**Restrictions on evidence.**

**23** Except in a prosecution for an offence under this Act,

(a) no statement made in the course of an investigation by the Ombudsman is admissible against any person in a court or in any other proceeding;

(b) no report made by the Ombudsman under subsection 25(1) or 27(1), and no notification given by the Ombudsman under subsection 29(2), is admissible in a court or in any other proceeding; and

(c) the Ombudsman shall not be called to give evidence in a court or in any other proceeding concerning any matter which comes to the knowledge of the Ombudsman in the course of any investigation.

**Report re Access Guide.**

**24** Where a complaint relates to the adequacy or availability of the Access Guide required to be published under this Act, the Ombudsman shall, upon completing the investigation, send to the complainant and to the designated minister a report containing the findings of the investigation and the recommendations, if any, which the Ombudsman considers appropriate in respect of the complaint.

**Report re access complaint.**

**25(1)** Where a complaint relates to

(a) the refusal by the head of a department to give an applicant access to a record; or

(b) an extension under section 11 of the 30 day limit for responding to an application;

the Ombudsman shall, upon completing the investigation, send to the applicant and to the head a report containing the findings of the investigation and the recommendations, if any, which the Ombudsman considers appropriate in respect of the complaint.

**Notification re appeal right.**

**25(2)** Where the complaint relates to the refusal by the head of a department to give an applicant access to a record and where the Ombudsman finds that the complaint is not justified, the Ombudsman shall state in the report

**Restriction apportée à la preuve**

**23** Sauf dans les cas où une personne est poursuivie pour une infraction à la présente loi :

a) une déclaration faite dans le cadre d'une enquête menée par l'Ombudsman n'est pas admissible contre une personne devant un tribunal ni dans aucune autre procédure;

b) aucun rapport préparé par l'Ombudsman en vertu du paragraphe 25(1) ou 27(1) et aucun avis donné par celui-ci en vertu du paragraphe 29(2) ne sont recevables devant un tribunal ou dans toute autre instance; et

c) l'Ombudsman ne doit pas être appelé à témoigner devant un tribunal ni dans aucune autre procédure, à l'égard de toute question dont il prend connaissance dans le cadre d'une enquête.

**Rapport concernant le guide d'accès à l'information**

**24** Si une plainte se rapporte à la pertinence ou à la disponibilité du guide d'accès à l'information devant être publié en vertu de la présente loi, l'Ombudsman doit, après avoir terminé son enquête, envoyer au plaignant et au ministre désigné un rapport contenant les conclusions de cette enquête ainsi que les recommandations qu'il juge indiquées à l'égard de la plainte.

**Rapport concernant une plainte**

**25(1)** Si une plainte se rapporte :

a) au refus du responsable d'un ministère d'accorder à un demandeur la communication d'un document; ou

b) à une prorogation du délai de 30 jours, prévue à l'article 11, afin de donner suite à une demande,

l'Ombudsman doit, après avoir terminé son enquête, envoyer au demandeur et au responsable un rapport contenant les conclusions de cette enquête ainsi que les recommandations qu'il juge indiquées à l'égard de la plainte.

**Avis concernant le droit d'appel**

**25(2)** Si la plainte se rapporte au refus du responsable d'un ministère d'accorder à un demandeur la communication d'un document et que l'Ombudsman ne conclut pas au bien-fondé de la plainte, ce dernier doit indiquer dans le rapport sent to the applicant under subsection (1)

(a) the right of the applicant to appeal to the court for access to the record; and

(b) the time limit under subsection 30(1) for filing an appeal.

**Response by head.**

**26** Where the report of the Ombudsman under subsection 25(1) contains any recommendations in respect of the complaint, the head of the department shall, within 14 days of receiving the report, send to the Ombudsman a written response indicating

(a) any action which the head has taken, or proposes to take, to implement the recommendations contained in the report; or

(b) reasons why the head refuses to take action to implement the recommendations contained in the report.

**Report indicating departmental response.**

**27(1)** Upon receiving the response of the head, the Ombudsman shall send to the applicant a report indicating the nature of the response.

**Where access refused.**

**27(2)** Where the report of the Ombudsman under subsection 25(1) recommends that the head give the applicant access to a record, and where the response of the head indicates that the head refuses to give the applicant access to the record, the Ombudsman shall state in the report sent to the applicant under subsection (1)

(a) the opinion of the Ombudsman as to whether or not the response of the head is justified by the provisions of this Act;

(b) the right of the applicant to appeal to the court for access to the record; and

(c) the time limit under subsection 30(1) for filing an appeal.

qui est envoyé au demandeur en application du paragraphe (1) :

a) le droit du demandeur d'interjeter appel devant la Cour, afin d'obtenir la communication du document; et

b) le délai prévu au paragraphe 30(1) pour interjeter appel.

**Réponse du responsable**

**26** Lorsque le rapport de l'Ombudsman, envoyé en application du paragraphe 25(1), contient des recommandations à l'égard de la plainte, le responsable du ministère doit, dans les 14 jours de la réception de ce rapport, faire parvenir à l'Ombudsman une réponse écrite indiquant :

a) les mesures qu'il a prises ou qu'il a l'intention de prendre afin de donner suite aux recommandations contenues dans le rapport; ou

b) les raisons pour lesquelles il refuse de prendre des mesures afin de donner suite aux recommandations contenues dans le rapport.

**Rapport indiquant la réponse du ministère**

**27(1)** Dès que l'Ombudsman reçoit la réponse du responsable, il doit envoyer au demandeur un rapport indiquant la nature de cette réponse.

**Refus de communication d'un document**

**27(2)** Si le rapport de l'Ombudsman, envoyé en application du paragraphe 25(1), recommande que le responsable accorde au demandeur la communication d'un document et que la réponse du responsable indique qu'il refuse au demandeur une telle communication, l'Ombudsman doit indiquer dans le rapport qui est envoyé au demandeur en application du paragraphe (1) :

a) s'il est d'avis que la réponse du responsable est justifiée ou non par les dispositions de la présente loi;

b) le droit du demandeur d'interjeter appel devant la Cour, afin d'obtenir la communication du document; et

c) le délai fixé en vertu du paragraphe 30(1) pour interjeter appel.

**Decision to allow access.**
**28** Where in the response under section 26, or at any other time after the filing of a complaint, the head of the department involved in the complaint indicates that the applicant will be given access to a record referred to in the complaint, the head shall, within 10 days, give the applicant access to the record.

**Informal resolution of complaint.**
**29(1)** Notwithstanding the procedures prescribed in sections 24 to 27, the Ombudsman may, in the course of or upon completing an investigation, undertake such other procedures as the Ombudsman deems appropriate for the purpose of resolving the complaint informally to the satisfaction of the parties thereto and in a manner consistent with the spirit of this Act.

**Notification of appeal right.**
**29(2)** Where the Ombudsman attempts but is unable to resolve in accordance with subsection (1) a complaint which relates to the refusal by the head of a department to give an applicant access to a record, the Ombudsman shall in writing notify the applicant of

(a) the right of the applicant to appeal to the court for access to the record; and

(b) the time limit under subsection 30(1) for filing an appeal.

**Appeal by applicant.**
**30(1)** An applicant who is refused access to a record and who has filed a complaint in respect thereof with the Ombudsman may appeal the refusal of access to the court by filing an originating notice of motion within 30 days of receiving the report of the Ombudsman under subsection 25(1) or subsection 27(1), or the notification referred to in subsection 29(2), as the case may be.

**Extension of time for filing.**
**30(2)** Prior to, or after, the expiry of the 30 day period referred to in subsection (1), and where special circumstances warrant, the court may extend the time for filing the appeal.

**Décision d'accorder la communication d'un document**
**28** Le responsable du ministère concerné par la plainte doit accorder au demandeur la communication du document lorsqu'il indique, dans la réponse envoyée en application de l'article 26 ou à tout autre moment après le dépôt d'une plainte, que le demandeur obtiendra la communication d'un document mentionné dans la plainte. La communication du document est accordée dans les 10 jours suivant la réponse ou le dépôt de la plainte.

**Règlement de la plainte sans formalités**
**29(1)** Par dérogation aux procédures prévues aux articles 24 à 27, l'Ombudsman qui complète ou a complété une enquête peut entreprendre les autres procédures qu'il estime opportunes afin que la plainte soit réglée sans formalités, à la satisfaction des parties et d'une manière compatible avec l'esprit de la présente loi.

**Avis du droit d'appel**
**29(2)** L'Ombudsman qui tente de résoudre, conformément au paragraphe (1), une plainte se rapportant au refus du responsable d'un ministère d'accorder au demandeur la communication d'un document, mais qui est incapable de le faire, doit aviser par écrit le demandeur :

a) de son droit d'interjeter appel devant la Cour, afin d'obtenir la communication du document;

b) du délai fixé au paragraphe 30(1) pour interjeter appel.

**Appel interjeté par le demandeur**
**30(1)** Un demandeur qui s'est vu refuser la communication d'un document et qui a déposé une plainte à cet effet auprès de l'Ombudsman peut interjeter appel du refus devant la Cour, en déposant un avis introductif de requête dans un délai de 30 jours suivant la réception du rapport de l'Ombudsman, en application du paragraphe 25(1) ou 27(1) ou suivant l'avis prévu au paragraphe 29(2).

**Prorogation du délai afin d'interjeter appel**
**30(2)** La Cour peut proroger le délai pour interjeter appel avant ou après la fin du délai de 30 jours mentionné au paragraphe (1), lorsque des circonstances spéciales justifient la prorogation.

**Head is respondent.**
**30(3)** The head of the department involved in the complaint is the respondent in an appeal under this section.

**Ombudsman not to be party.**
**30(4)** The Ombudsman shall not be a party to an appeal under this section, and the Ombudsman shall not appeal any determination or decision made in respect of a complaint initiated by the Ombudsman under subsection 15(2).

**Summary disposition.**
**31** The court may receive evidence by affidavit and may decide the appeal in a summary manner.

**Production of records.**
**32** Notwithstanding any other Act of the Legislature or any privilege under the law of evidence, the court may, for purposes of disposing of an appeal under this Act, order production of any record in the custody or under the control of a department for examination by the court.

**Procedures to avoid disclosure.**
**33** In disposing of an appeal under this Act, the court shall take every reasonable precaution, including, where appropriate, receiving representations ex parte and conducting hearings in camera, in order to avoid disclosure of any exempt information.

**Burden of proof on department.**
**34** In any appeal under this Act, the burden of proof is on the head of the department to establish that the applicant has no right of access to the record under this Act.

**Powers of court.**
**35(1)** Upon completion of the appeal hearing, the court may, subject to this section,

**Intimé**
**30(3)** La personne responsable du ministère qui est concerné par la plainte est l'intimée dans un appel interjeté en application du présent article.

**Ombudsman**
**30(4)** L'Ombudsman n'est pas une partie à l'appel en vertu du présent article et ne doit pas interjeter appel d'une décision rendue à l'égard d'une plainte dont il a pris l'initiative en application du paragraphe 15(2).

**Décision sommaire**
**31** La Cour peut recevoir la preuve au moyen d'un affidavit et statuer sur l'appel de façon sommaire.

**Production de documents**
**32** Par dérogation à toute autre loi de la Législature ou à toute immunité reconnue par le droit de la preuve, la Cour peut ordonner, à des fins d'examen, la production de tout document sous la garde ou la responsabilité d'un ministère, afin de statuer sur un appel interjeté en vertu de la présente loi.

**Procédures afin d'éviter la divulgation de renseignements**
**33** Lorsque la Cour statue sur un appel interjeté en vertu de la présente loi, elle doit prendre toutes les précautions possibles, notamment, si c'est indiqué, par l'audition d'arguments en l'absence d'une partie et la tenue d'audiences à huis clos, afin d'éviter la divulgation de renseignements privilégiés.

**Charge de la preuve incombant au responsable**
**34** Dans le cas d'un appel interjeté en vertu de la présente loi, il incombe au responsable du ministère d'établir que le demandeur n'a pas droit à la communication d'un document en vertu de la présente loi.

**Pouvoirs de la Cour**
**35(1)** Dès que l'audition de l'appel est complétée et sous réserve du présent article, la Cour peut :

(a) order the head of the department to give the applicant access to the record, or refuse to make the order; or

(b) make such other order as the court deems appropriate.

**Where record within exemption.**

**35(2)** Where the court finds that the record in question falls within an exemption, the court shall not order the head to give the applicant access to the record, regardless of whether the exemption in question requires or merely authorizes the head to refuse to give the applicant access to the record.

**Costs in certain cases.**

**35(3)** Where the court is of the opinion that the appeal has raised an important new principle concerning the operation of this Act, the court shall order that costs be awarded to the applicant in any event of the cause.

**No further appeal.**

**36** The decision of the court under section 35 is final and binding and there is no appeal therefrom.

**Severability.**

**37** Notwithstanding any other provision of this Act, where the court finds that a record contains exempt information, the court shall order the head of the department to give the applicant access to all the information in the record which is not exempt and which can reasonably be severed from the exempt information.

**Cabinet confidences.**

**38(1)** Subject to subsection (2), the head of a department shall refuse to give access to any record which discloses a confidence of the Cabinet, including but not restricted to a record which discloses

(a) an agenda prepared for a Cabinet meeting; or

(b) policy analysis or similar briefing material prepared for consideration by the Cabinet; or

a) ordonner au responsable du ministère d'accorder au demandeur la communication du document ou refuser de rendre une telle ordonnance; ou

b) rendre une autre ordonnance qu'elle estime appropriée.

**Document faisant l'objet d'une exemption**

**35(2)** Lorsque la Cour conclut que le document visé au paragraphe (1) fait l'objet d'une exemption, elle ne peut ordonner au responsable d'accorder au demandeur la communication du document, que l'exemption en question exige que le responsable refuse d'accorder au demandeur la communication du document ou qu'elle ne fasse que l'autoriser à refuser cette communication.

**Frais et dépens accordés dans certains cas**

**35(3)** Lorsque la Cour estime que l'appel a soulevé un principe important et nouveau relativement à l'application de la présente loi, elle doit ordonner que les frais et dépens soient accordés au demandeur, en tout état de cause.

**Décision définitive**

**36** La décision de la Cour, rendue en application de l'article 35, est définitive et exécutoire.

**Renseignements non privilégiés extraits d'un document**

**37** Par dérogation à toute autre disposition de la présente loi, si la Cour est d'avis qu'un document contient des renseignements privilégiés, elle doit ordonner au responsable du ministère d'accorder au demandeur la communication de tous les renseignements non privilégiés qui sont contenus dans le document et qui peuvent être extraits sans problèmes sérieux.

**Documents confidentiels du cabinet**

**38(1)** Sous réserve du paragraphe (2), le responsable d'un ministère doit refuser la communication de tout document confidentiel du cabinet, notamment d'un document qui divulgue :

a) un ordre du jour préparé en vue d'une réunion du cabinet;

b) une analyse politique ou un document similaire soumis à l'examen du cabinet;

(c) a proposal or recommendation prepared, or reviewed and approved, by a minister for presentation to the Cabinet; or

(d) a communication or discussion between ministers on a matter relating to the making of a government decision or the formulation of government policy.

**Right of access preserved.**

**38(2)** Subject to the other exemptions in this Act, the head of a department shall give access to a record which discloses a confidence of the Cabinet where

(a) the record is more than 30 years old; or

(b) the Cabinet for which, or in respect of which, the record has been prepared consents to access being given.

**Policy opinions, advice or recommendations.**

**39(1)** Subject to subsection (4), the head of a department may refuse to give access to any record which discloses

(a) an opinion, advice or a recommendation submitted by an officer or employee of a department, or a member of the staff of a minister, to a department or to a minister for consideration in

(i) the formulation of a policy, or

(ii) the making of a decision, or

(iii) the development of a negotiating position of or by the department or the government; or

(b) a plan relating to the administration of a department, including a plan relating to the management of personnel, which has not yet been implemented; or

(c) the contents of any draft enactment.

**Limitation on exemption.**

**39(2)** Clauses (1)(a) and (b) do not apply to

(a) an environmental impact statement or a similar statement prepared for a department which is responsible for monitoring environmental quality; or

(b) a report of a test carried out on a product for the purpose of testing government equipment or preparing a consumer test report, or

c) une proposition ou une recommandation qu'un ministre a préparée ou qu'il a révisée et approuvée, afin de la soumettre au cabinet; ou

d) une communication ou une discussion entre ministres sur une question liée à la prise d'une décision du gouvernement ou à la formulation de sa politique.

**Droit de communication maintenu**

**38(2)** Sous réserve des autres exemptions prévues à la présente loi, le responsable d'un ministère doit accorder la communication d'un document confidentiel du cabinet, lorsque :

a) le document date de plus de 30 ans; ou

b) le Cabinet à l'égard duquel le document a été préparé consent à la communication de celui-ci.

**Opinions, avis ou recommandations politiques**

**39(1)** Sous réserve du paragraphe (4), le responsable d'un ministère peut refuser la communication d'un document qui divulgue :

a) une opinion, un avis ou une recommandation soumis à un ministère ou à un ministre par un cadre ou un employé d'un ministère ou par un membre du personnel d'un ministre, afin d'être examiné relativement à :

(i) la formulation d'une politique,

(ii) une décision à être prise, ou

(iii) la préparation portant sur des positions envisagées dans le cadre de négociations menées par le ministère ou le gouvernement; ou

b) un projet relatif à l'administration d'un ministère, notamment un projet concernant la gestion du personnel, qui n'a pas encore été mis en oeuvre; ou

c) le contenu d'un avant-projet d'un texte législatif.

**Restriction apportée aux exemptions**

**39(2)** Les alinéas (1)a) et b) ne s'appliquent pas :

a) à un compte rendu de l'impact sur l'environnement ou à un compte rendu semblable qui est préparé pour un ministère dont relève le contrôle de la qualité écologique;

b) à un rapport d'une analyse effectuée sur un produit afin de vérifier le matériel appartenant au gouvernement ou afin de préparer un rapport d'une analyse portant sur la consommation;

(c) the results of scientific or technical research undertaken in connection with the formulation of a policy proposal; or

(d) an instruction or guideline issued to the officers or employees of a department, or a substantive rule or statement of policy which has been adopted by a department, for the purpose of interpreting an enactment or administering a departmental program or activity which affects the public; or

(e) an account of, or a statement of the reasons for, a decision which is made in the exercise of a discretionary power or an adjudicative function and which affects the rights of the applicant; or

(f) a report prepared by a consultant who was not, at the time the report was prepared, an officer or employee of a department or a member of the staff of a minister.

**Meaning of "report".**

**39(3)** The term "report" in clause (2)(f) includes an evaluation of any departmental program of a non-commercial nature, but does not include an appraisal of the performance of any specific officer or employee of a department who is or was involved in administering a program.

**Right of access preserved.**

**39(4)** Subject to the other exemptions in this Act, the head of a department shall give access to a record described in subsection (1) where the record is more than 30 years old.

**Law enforcement and legal proceedings.**

**40(1)** The head of a department may refuse to give access to any record the disclosure of which could reasonably be expected

(a) to be injurious either to the enforcement of an enactment or to the conduct of an investigation under an enactment; or

(b) to facilitate the commission of an offence or to threaten the security of a correctional institution or other building, a computer or communications system, or any other property or system; or

c) aux résultats de recherches scientifiques ou techniques menées relativement à la formulation d'une proposition relative à une politique;

d) à des directives ou à un guide donnés aux cadres ou aux employés d'un ministère, ou à une règle de fond ou à une déclaration de principe adoptée par un ministère, afin d'interpréter un texte législatif ou de diriger un programme ministériel ou des activités de même nature, lesquels concernent le public;

e) à un compte rendu d'une décision qui est rendue dans l'exercice d'un pouvoir discrétionnaire ou d'une fonction judiciaire ou quasi-judiciaire et qui touche les droits du demandeur, ou à un exposé des raisons d'une telle décision; ou

f) à un rapport préparé par un conseiller qui n'était pas un cadre ou un employé d'un ministère ou un membre du personnel d'un ministre au moment où le rapport a été préparé.

**Sens de l'expression "rapport"**

**39(3)** L'expression "rapport", à l'alinéa (2)f), s'entend notamment d'une évaluation d'un programme ministériel de nature non commerciale, mais non d'une évaluation de l'exercice des fonctions d'un cadre ou d'un employé particulier d'un ministère qui est ou était engagé dans l'administration d'un programme.

**Droit de communication maintenu**

**39(4)** Sous réserve des autres exemptions à la présente loi, le responsable d'un ministère doit accorder la communication d'un document décrit au paragraphe (1), lorsque ledit document date de plus de 30 ans.

**Respect de la loi et procédures légales**

**40(1)** Le responsable d'un ministère peut refuser la communication de tout document dont la divulgation risquerait vraisemblablement :

a) de nuire aux activités destinées à faire respecter les textes législatifs ou de nuire au déroulement d'une enquête menée sous le régime de ces textes;

b) de faciliter la perpétration d'une infraction ou de menacer la sécurité d'un établissement pénitentiaire ou d'un autre bâtiment, d'un réseau ou système informatisé ou de communications, ou de tout autre bien, réseau ou système;

(c) to violate solicitor-client privilege; or

(d) to be injurious to the conduct of existing or anticipated legal proceedings.

**Limitation on exemption.**

**40(2)** Subsection (1) does not apply to a record which

(a) discloses the use of investigative or enforcement techniques or procedures which are contrary to law; or

(b) reveals that the scope of any law enforcement investigation has exceeded the limits of the law; or

(c) provides a general outline of the structure or programs of a law enforcement agency; or

(d) reports, by means of statistical analysis or otherwise, on the degree of success achieved in a law enforcement program.

**Protection of personal privacy.**

**41(1)** Subject to subsections (3) and (5), the head of a department shall refuse to give access to any record the disclosure of which would constitute an unreasonable invasion of the privacy of a third party, including but not restricted to a record which discloses

(a) personal details of the educational, medical, criminal, employment or family history of the third party; or

(b) personal details of a taxation matter, financial transaction or other pecuniary matter in which the third party is or has been involved; or

(c) the identity of a third party who has supplied information in confidence to a department for any purpose related to the administration or enforcement of an enactment.

**Limitation on exemption.**

**41(2)** Subsection (1) does not apply to a record which

(a) discloses the classification, salary range and benefits, or employment responsibilities of a third party who is or was an officer or employee of a department or a member of the staff of a minister; or

c) de violer le secret professionnel de l'avocat; ou

d) de nuire au déroulement de procédures légales actuelles ou envisagées.

**Restriction apportée aux exemptions**

**40(2)** Le paragraphe (1) ne s'applique pas à un document :

a) qui divulgue l'utilisation de techniques ou de procédures d'enquête ou d'exécution contraires à la loi;

b) qui révèle que la portée d'une enquête relative à la mise en application d'une loi a outrepassé les limites de la loi;

c) qui fournit une idée générale de la structure ou des programmes d'un organisme de mise en application des lois; ou

d) qui rend compte, au moyen d'analyses statistiques ou autrement, du degré de succès obtenu dans le cadre d'un programme de mise en application des lois.

**Protection de la vie privée**

**41(1)** Sous réserve des paragraphes (3) et (5), le responsable d'un ministère doit refuser la communication d'un document dont la divulgation constituerait une atteinte déraisonnable à la vie privée d'un tiers, notamment un document qui divulgue :

a) les renseignements personnels relatifs à l'éducation, au dossier médical, au casier judiciaire, aux antécédents professionnels ou familiaux du tiers;

b) les renseignements personnels relatifs à une affaire fiscale et à une opération ou une autre affaire financière auxquelles le tiers participe ou a participé; ou

c) l'identité d'un tiers qui a fourni à un ministère, à titre confidentiel, des renseignements pour des fins se rapportant à la mise en application ou à l'exécution d'un texte législatif.

**Restriction apportée aux exemptions**

**41(2)** Le paragraphe (1) ne s'applique pas à un document :

a) qui divulgue la classification, l'échelle salariale et les avantages sociaux ou les attributions d'emploi d'un tiers qui est ou qui était un cadre ou un employé d'un ministère ou un membre du personnel d'un ministre;

(b) discloses financial or other details of a contract for personal services between a third party and a department; or

(c) discloses details of a licence or permit, or a similar discretionary financial benefit, conferred on a third party by a department or minister, but only where

(i) the third party represents 1% or more of all persons and organizations in Manitoba receiving a similar benefit, and

(ii) the value of the benefit to the third party represents 1% or more of the total value of similar benefits provided to other persons and organizations in Manitoba.

**Right of access preserved.**

**41(3)** Subject to the other exemptions in this Act, the head of a department shall give access to a record described in subsection (1) where

(a) the third party consents to access being given; or

(b) the record is publicly available; or

(c) the third party is an individual who has been dead for more than 10 years.

**Access with consent of third party.**

**41(4)** Where an applicant is entitled to be given access to a record described in subsection (1) by virtue of the consent of the third party, the head of the department which has custody or control of the record may

(a) prior to giving access to the applicant, require a written acknowledgement or other evidence of informed consent from the third party; and

(b) comply with the requirement to give access by giving access directly to the third party rather than the applicant.

**Access for research purposes.**

**41(5)** Subject to the other exemptions in this Act, the head of a department may give any person or organization access to a record described in subsection (1) for bona fide research or statistical purposes if

b) qui divulgue des renseignements, notamment des renseignements financiers, relatifs à un contrat de prestation de services personnels conclu entre un tiers et un ministère; ou

c) qui divulgue des renseignements relatifs à la délivrance d'une licence ou d'un permis ou relatif à des avantages financiers discrétionnaires de même nature, accordés à un tiers par un ministère ou un ministre, uniquement :

(i) lorsque le tiers représente au moins 1% de toutes les personnes et organisations du Manitoba qui reçoivent un avantage semblable, et

(ii) lorsque la valeur de l'avantage accordé au tiers représente au moins 1% de la valeur totale des avantages semblables accordés à d'autres personnes et organisations du Manitoba.

**Droit de communication maintenu**

**41(3)** Sous réserve des autres exemptions prévues à la présente loi, le responsable d'un ministère doit accorder la communication d'un document décrit au paragraphe (1), lorsque :

a) le tiers qui est concerné y consent;

b) le public a accès au document; ou

c) le tiers est décédé depuis plus de 10 ans.

**Consentement du tiers**

**41(4)** Lorsqu'un demandeur a droit de recevoir la communication d'un document décrit au paragraphe (1) en vertu du consentement du tiers, le responsable du ministère qui a la garde ou la responsabilité du document peut :

a) avant d'accorder la communication du document au demandeur, exiger du tiers une attestation écrite ou une autre preuve de son consentement éclairé; et

b) se soumettre à l'obligation de communication d'un document en accordant directement la communication de celui-ci au tiers plutôt qu'au demandeur.

**Communication à des fins de recherche**

**41(5)** Sous réserve des autres exemptions prévues à la présente loi, le responsable d'un ministère peut accorder à toute personne ou organisation la communication d'un document décrit au paragraphe (1), à des fins de recherche ou de statistique de bonne foi :

(a) the head is satisfied that the research or statistical purpose cannot reasonably be achieved unless the record is provided in a form which identifies the third party; and

(b) the head obtains from the person or organization a written undertaking not to disclose the contents of the record in any form which could reasonably be expected to identify the third party.

**Commercial information belonging to third party.**

**42(1)** Subject to this section, the head of a department shall refuse to give access to any record

(a) which discloses a trade secret of a third party; or

(b) which discloses financial, commercial, scientific or technical information supplied to a department by a third party on a confidential basis and treated consistently as confidential information by the third party; or

(c) the disclosure of which could reasonably be expected to

(i) result in significant financial loss or gain to a third party, or

(ii) prejudice the competitive position of a third party, or

(iii) interfere with contractual or other negotiations of a third party.

**Right of access preserved.**

**42(2)** Subject to the other exemptions in this Act, the head of a department shall give access to a record described in subsection (1) where

(a) the record discloses the final results of a product or environmental test conducted by or on behalf of a department, unless the test was conducted for a fee paid by the third party; or

(b) the third party consents to access being given; or

(c) the record is publicly available.

**Access with consent of third party.**

**42(3)** Where an applicant is entitled to be given access to a record described in subsection (1) by virtue of the consent of the third party, the head of the department which has custody or control of the record may

a) si le responsable est convaincu que les fins de recherche ou de statistique ne peuvent être normalement accomplies que si le document est fourni sous une forme qui permette l'identification du tiers; et

b) si la personne ou l'organisation s'engage par écrit auprès du responsable à ne pas divulguer le contenu du document tant que la forme de celui-ci risque vraisemblablement de permettre l'identification du tiers.

**Renseignements commerciaux appartenant à un tiers**

**42(1)** Sous réserve du présent article, le responsable d'un ministère doit refuser d'accorder la communication d'un document :

a) qui divulgue un secret industriel d'un tiers;

b) qui divulgue des renseignements financiers, commerciaux, scientifiques ou techniques fournis confidentiellement à un ministère par un tiers et qui sont traités comme des renseignements confidentiels par ce tiers; ou

c) dont la divulgation risquerait vraisemblablement :

(i) de causer des pertes ou profits financiers considérables à un tiers, ou

(ii) de nuire à la compétitivité du tiers, ou

(iii) d'entraver des négociations menées par un tiers en vue de contrats ou à d'autres fins.

**Droit de communication maintenu**

**42(2)** Sous réserve des autres exemptions prévues à la présente loi, le responsable d'un ministère doit accorder la communication d'un document décrit au paragraphe (1), lorsque :

a) le document divulgue les résultats définitifs d'essais de produits ou d'essais d'environnement effectués par un ministère ou pour son compte, sauf si les essais ont été effectués à titre onéreux et payés par le tiers;

b) le tiers qui est concerné y consent; ou

c) le public a accès aux documents.

**Consentement du tiers**

**42(3)** Lorsqu'un demandeur a droit de recevoir la communication d'un document décrit au paragraphe (1) en vertu du consentement du tiers, le responsable du ministère qui a la garde ou la responsabilité du document peut :

(a) prior to giving access to the applicant, require a written acknowledgement or other evidence of informed consent from the third party; and

(b) comply with the requirement to give access by giving access directly to the third party rather than the applicant.

### Disclosure in public interest.

42(4) Subject to subsections (5) to (7) and the other exemptions in this Act, the head of a department may give access to a record described in subsection (1) where the private interest of the third party in non-disclosure is clearly outweighed by the public interest in disclosure for purposes of

(a) health, safety or environmental protection;

(b) improved competition; or

(c) government regulation of undesirable trade practices.

### Notification to third party and applicant.

42(5) Prior to giving access to a record under subsection (4), the head shall

(a) notify the third party of the decision to give access and give the third party a reasonable opportunity to make representations respecting the decision; and

(b) notify the applicant that the head is acting in accordance with clause (a).

### Reference to court.

42(6) Where the third party objects to the giving of access, the applicant may, within 30 days of receiving the notification referred to in clause (5)(b) or within such further time as the court may allow, apply to the court by originating notice of motion for an order authorizing the head to give the applicant access to the record; and sections 31 to 33 apply with necessary modifications to the hearing of the matter.

a) avant d'accorder la communication du document au demandeur, exiger du tiers une attestation écrite ou une autre preuve de son consentement éclairé; et

b) se soumettre à l'obligation de communication d'un document en accordant directement la communication de celui-ci au tiers plutôt qu'au demandeur.

### Divulgation pour des raisons d'intérêt public

42(4) Sous réserve des paragraphes (5) à (7) et des autres exemptions prévues à la présente loi, le responsable d'un ministère peut accorder la communication d'un document décrit au paragraphe (1), lorsque des raisons d'intérêt public justifient nettement les conséquences éventuelles de la communication pour un tiers, lesquelles raisons d'intérêt public concernent :

a) la santé, la sécurité ou la protection de l'environnement;

b) le développement de la concurrence; ou

c) la réglementation du gouvernement relative aux pratiques industrielles non souhaitables.

### Avis au tiers et au demandeur

42(5) Avant d'accorder la communication d'un document en application du paragraphe (4), le responsable doit :

a) aviser le tiers de la décision d'accorder une telle communication et donner à celui-ci la possibilité de faire des observations relativement à la décision; et

b) aviser le demandeur qu'il agit conformément à l'alinéa a).

### Renvoi devant la Cour

42(6) Si le tiers s'oppose à la communication d'un document, le demandeur peut, dans les 30 jours de la réception de l'avis mentionné à l'alinéa (5)b) ou dans tout délai supplémentaire que la Cour peut accorder, s'adresser à celle-ci au moyen d'un avis introductif de requête afin d'obtenir une ordonnance autorisant le responsable à lui accorder la communication du document. Les articles 31 à 33 s'appliquent, avec les adaptations nécessaires, à l'audition de l'affaire.

**Court decides issue.**

**42(7)** Where the court, upon hearing an application under subsection (6), decides that the public interest in disclosure referred to in subsection (4) clearly outweighs the private interest of the third party in non-disclosure, the court shall issue an order authorizing the head to give the applicant access to the record; and the decision of the court under this subsection is final and binding and there is no appeal therefrom.

**Economic interests of Manitoba.**

**43** The head of a department may refuse to give access to any record

(a) which discloses a trade secret of a department or the government; or

(b) which discloses innovative scientific or technical research done by an officer or employee of a department; or

(c) the disclosure of which could reasonably be expected to prejudice the competitive position of a department or the government, or to interfere with contractual or other negotiations of a department or the government; or

(d) the disclosure of which could reasonably be expected to injure significantly the financial interests of a department or the government, or to result in undue gain to any person or organization, including but not restricted to a record which discloses

- (i) a contemplated change in taxes or any other source of revenue, or
- (ii) a contemplated change in government borrowing, or
- (iii) a contemplated change in the conditions of operation of any financial institution, stock exchange, or commodities exchange, or of any self-regulating association recognized by The Manitoba Securities Commission under any provincial enactment, or
- (iv) a contemplated sale or purchase of securities, bonds or foreign or Canadian currency, or

**Délivrance d'une ordonnance décidée par la Cour**

**42(7)** Suite à l'audition d'une demande en vertu du paragraphe (6), la Cour doit délivrer une ordonnance autorisant le responsable à accorder au demandeur la communication du document, si elle conclut que des raisons d'intérêt public mentionnées au paragraphe (4) justifient nettement les conséquences éventuelles de la communication pour un tiers. La décision de la Cour, rendue en application du présent paragraphe, est définitive, exécutoire et ne peut faire l'objet d'aucun appel.

**Intérêts économiques du Manitoba**

**43** Le responsable d'un ministère peut refuser la communication d'un document :

a) qui divulgue un secret industriel d'un ministère ou du gouvernement;

b) qui divulgue une recherche scientifique ou technique innovatrice, effectuée par un cadre ou un employé d'un ministère;

c) dont la divulgation risquerait vraisemblablement de nuire à la compétitivité d'un ministère ou du gouvernement ou d'entraver des négociations menées par un ministère ou par le gouvernement en vue de contrats ou à d'autres fins; ou

d) dont la divulgation risquerait vraisemblablement de porter un préjudice considérable aux intérêts financiers d'un ministère ou du gouvernement ou de causer des avantages injustifiés à une personne ou à une organisation. Ce document peut notamment porter sur :

- (i) les projets de changement des taxes ou de toute autre source de revenu, ou
- (ii) les projets de changement des emprunts du gouvernement, ou
- (iii) les projets de changement dans le mode de fonctionnement des institutions financières, de la Bourse, de la Bourse de marchandises ou de toute association qui établit ses propres règles et qui est reconnue par la Commission des valeurs mobilières du Manitoba, en vertu d'un texte législatif provincial, ou
- (iv) les projets de vente ou d'achat de valeurs mobilières, d'obligations ou de devises canadiennes ou étrangères, ou

(v) a contemplated sale, purchase, lease or expropriation of land or other property, or
(vi) a contemplated designation of an archaeological, historical, heritage or similar site.

**Federal-provincial relations.**
**44** The head of a department may refuse to give access to any record the disclosure of which could reasonably be expected to be injurious to the conduct by the government of federal-provincial relations.

**Information obtained in confidence.**
**45(1)** Subject to subsection (2), the head of a department shall refuse to give access to any record obtained in confidence from

(a) the government of Canada or a department thereof; or
(b) the government of any other province or a department thereof; or
(c) a municipal or regional government, a school division or school district, or any other local authority established by or in accordance with an enactment of any province, or a department of any such local authority.

**Right of access preserved.**
**45(2)** Subject to the other exemptions in this Act, the head of a department shall give access to a record described in subsection (1) where the government, local authority or department from which the record was obtained

(a) consents to the giving of access; or
(b) makes the information public.

**Testing or auditing procedures.**
**46** The head of a department may refuse to give access to any record which discloses testing or auditing procedures or techniques, or details of specific tests to be given or audits to be conducted, if the disclosure could reasonably be expected to prejudice the use or results of particular tests or audits.

(v) les projets de vente, d'achat, de bail ou d'expropriation portant sur des terrains ou d'autres biens, ou
(vi) les projets de désignation d'un site archéologique, historique, patrimonial ou d'un site de même nature.

**Relations fédérales-provinciales**
**44** Le responsable d'un ministère peut refuser la communication d'un document dont la divulgation risquerait vraisemblablement de porter préjudice à la conduite par le gouvernement des relations fédérales-provinciales.

**Renseignements obtenus à titre confidentiel**
**45(1)** Sous réserve du paragraphe (2), le responsable d'un ministère doit refuser d'accorder la communication d'un document obtenu à titre confidentiel des entités suivantes :

a) le gouvernement du Canada ou un de ses ministères;
b) le gouvernement de toute autre province ou un de ses ministères; ou
c) une administration municipale ou régionale, une division ou un district scolaire ou toute autre autorité locale constituée en vertu d'un texte législatif d'une province, ou un bureau de cette autorité locale.

**Droit de communication maintenu**
**45(2)** Sous réserve des autres exemptions prévues à la présente loi, le responsable d'un ministère doit accorder la communication d'un document prévu au paragraphe (1) si le gouvernement, l'autorité locale ou le bureau qui a fourni le document :

a) consent à la communication; ou
b) rend les renseignements publics.

**Examens ou vérifications**
**46** Le responsable d'un ministère peut refuser la communication d'un document qui divulgue certaines opérations, soit des essais, épreuves, examens ou vérifications ou les méthodes et techniques employées pour les effectuer, si la divulgation de celles-ci risquerait vraisemblablement de nuire à l'exploitation de ces opérations ou de fausser leurs résultats.

**Material to be made public.**
47 The head of a department may refuse to give access to any record which the head believes on reasonable grounds will be published or otherwise made available to the public by the government, a department or a minister within 90 days.

**Third party reports.**
48(1) Subject to subsection (2), the head of a department may refuse to give access to any record which was made prior to the coming into force of this section and which discloses a report prepared, or an opinion expressed, about the applicant by a third party, including a third party who is or was an officer or employee of a department or a member of the staff of a minister.

**Right of access preserved.**
48(2) Subject to the other exemptions in this Act, the head of a department shall give access to a record described in subsection (1) where the third party consents to access being given.

**Excerpted summary.**
48(3) Where the head refuses to give access to a record under subsection (1), the head may provide the applicant with an excerpted summary of the report or opinion of the third party.

**Preparation of summary.**
48(4) Where an excerpted summary is provided under subsection (3), it shall be prepared by the third party, if the third party is available and willing to do so, but otherwise it shall be prepared as directed by the head.

**Physical or serious psychological harm.**
49 The head of a department may refuse to give access to any record where there are reasonable grounds to believe that disclosure of the record might result in

**Contenu du document devant être rendu public**
47 Le responsable d'un ministère peut refuser d'accorder la communication d'un document s'il est fondé à croire que ledit document sera publié dans les 90 jours suivant la demande ou que le gouvernement, un ministère ou un ministre le mettra autrement à la disposition du public dans un tel délai.

**Rapports des tiers**
48(1) Sous réserve du paragraphe (2), le responsable d'un ministère peut refuser la communication d'un document qui a été préparé avant l'entrée en vigueur du présent article et qui divulgue un rapport qu'un tiers a préparé au sujet du demandeur ou une opinion qu'il a exprimée à son endroit, y compris le rapport et l'opinion d'un tiers qui est ou qui était un cadre ou un employé d'un ministère ou un membre du personnel d'un ministre.

**Droit de communication maintenu**
48(2) Sous réserve des autres exemptions prévues à la présente loi, le responsable d'un ministère doit accorder la communication d'un document prévu au paragraphe (1) si le tiers y consent.

**Résumé extrait du rapport ou de l'opinion**
48(3) Le responsable qui refuse la communication d'un document en vertu du paragraphe (1) peut fournir au demandeur un résumé extrait du rapport ou de l'opinion du tiers.

**Préparation du résumé**
48(4) Un résumé extrait du rapport ou de l'opinion d'un tiers, fourni en vertu du paragraphe (3), est préparé par le tiers si celui-ci est disponible et disposé à le préparer. Autrement, le rapport doit être préparé selon la manière qu'indique le responsable.

**Dommages physiques ou graves troubles psychologiques**
49 Le responsable d'un ministère peut refuser la communication d'un document lorsqu'il existe des motifs raisonnables permettant de croire que la divulgation du document pourrait causer :

(a) physical or serious psychological harm to the applicant or, in the case of a record which discloses information about a third party, to the third party; or

(b) physical harm to any other person.

### Access Guide.

**50** The designated minister shall cause to be published an Access Guide containing

(a) instructions on exercising the right of access conferred by this Act, including

- (i) a summary of the procedures for submitting applications, filing complaints and making appeals,
- (ii) a completed sample copy of the form prescribed for applications, and
- (iii) a statement of the fees payable for access to records;

(b) a list indicating the personnel involved in the administration of this Act and appropriate departmental facilities, including

- (i) the address and telephone number of each departmental office which receives applications,
- (ii) the name, address and telephone number of the access officer or officers in each department, and
- (iii) the physical facilities available in each department for examining records and obtaining copies of records;

(c) a description of the organizational structure of each department, including a reference to any internal indexes used by the department to manage its records;

(d) a description of the records in the custody or under the control of each department, including

- (i) the title of every group or class of records,
- (ii) a functional description of every group or class of records, and
- (iii) details concerning the retention, disposition and, where applicable, destruction of a group or class of records as contained in the appropriate Schedule prepared and approved under The Legislative Library Act;

a) des dommages physiques ou de graves troubles psychologiques au demandeur ou à un tiers, dans le cas d'un document qui divulgue des renseignements au sujet du tiers; ou

b) des dommages physiques à toute autre personne.

### Guide d'accès à l'information

**50** Le ministre désigné doit faire publier un guide d'accès à l'information contenant :

a) des directives relatives à l'exercice du droit de communication accordé par la présente loi, notamment :

- (i) un résumé des procédures à suivre afin de présenter une demande, de déposer une plainte et d'interjeter appel,
- (ii) un modèle de la formule prescrite relativement aux demandes et qui a été rempli, et
- (iii) le droit payable pour la communication de documents;

b) une liste indiquant le personnel responsable de l'application de la présente loi et des installations ministérielles appropriées, notamment :

- (i) l'adresse et le numéro de téléphone de chaque service ministériel qui reçoit des demandes,
- (ii) le nom, l'adresse et le numéro de téléphone des agents d'information de chaque ministère, et
- (iii) les installations disponibles dans chaque ministère pour la consultation de documents et l'obtention de copies de ceux-ci;

c) une description de l'organisation de chaque ministère, y compris un renvoi à tout index interne utilisé par le ministère afin d'administrer ses dossiers;

d) une description des documents sous la garde ou la responsabilité de chaque ministère, notamment :

- (i) le titre de chaque groupe ou catégorie de documents,
- (ii) une description fonctionnelle de chaque groupe ou catégorie de documents, et
- (iii) des renseignements concernant la conservation, la disposition et s'il y a lieu, la destruction d'un groupe ou d'une catégorie de documents tels qu'ils sont contenus dans l'annexe préparé et approuvé à cette fin en vertu de la Loi sur la bibliothèque de la Législature;

(e) a subject index of terms describing the functions of departments and referring by number to the appropriate records relating to those functions; and
(f) a copy of this Act and the regulations.

**Availability of Access Guide.**

**51** The designated minister shall cause a copy of the Access Guide to be made available
(a) in every departmental office which receives applications;
(b) in every public reading area of a departmental office; and
(c) in such other departmental offices, public libraries, and municipal offices as the designated minister deems appropriate.

**Updating of Access Guide.**

**52** The designated minister shall cause to be published and distributed, at intervals of 2 years or less, supplements or replacements in an appropriate format for the purpose of keeping the Access Guide up to date.

**Other duties and functions.**

**53** The designated minister
(a) shall, in order to facilitate access to records, cause to be kept under review the administration of this Act and the regulations within the departments; and
(b) may cause to be prepared and distributed to departments guidelines concerning the operation of this Act and the regulations.

**Annual report of designated minister.**

**54(1)** The designated minister shall report annually to the Speaker of the assembly on the administration of this Act and the regulations within each department during the year, and the Speaker shall cause the report to be laid before the assembly forthwith if the assembly is in session and if the assembly is not in session, within 15 days of the beginning of the next ensuing session.

e) un index des matières des termes qui décrivent les fonctions des ministères et qui renvoient, par numéros, aux documents se rapportant à ces fonctions; et
f) une copie de la présente loi et des règlements.

**Diffusion du guide d'accès à l'information**

**51** Le ministre désigné est responsable de la diffusion d'une copie du guide d'accès à l'information :
a) dans tout service ministériel qui reçoit des demandes;
b) dans tout lieu de lecture public d'un service ministériel; et
c) dans les autres services ministériels, les bibliothèques municipales et les bureaux municipaux que le ministre désigné juge appropriés.

**Mise à jour du guide d'accès à l'information**

**52** Afin de mettre à jour le guide d'accès à l'information, le ministre désigné doit faire publier et distribuer, à intervalles d'au plus 2 ans, des suppléments au guide ou de nouvelles pages, sous un format approprié.

**Autres responsabilités**

**53** Le ministre désigné :
a) doit, afin de faciliter la communication des documents, voir au contrôle de l'application de la présente loi et des règlements à l'intérieur des ministères; et
b) peut faire préparer et distribuer à l'intention des ministères des directives concernant l'application de la présente loi et des règlements.

**Rapport annuel du ministre désigné**

**54(1)** Le ministre désigné doit présenter à l'Orateur de l'Assemblée un rapport annuel relatif à l'application de la présente loi et des règlements à l'intérieur de chaque ministère pendant l'année. L'Orateur doit faire déposer immédiatement le rapport devant l'Assemblée, si celle-ci est en session et si l'Assemblée ne siège pas, dans les 15 jours suivant le début de la session suivante.

**Contents of report.**
**54(2)** The annual report of the designated minister shall provide details of

(a) the number of applications received by each department during the year;

(b) the number of times during the year that the head of each department refused to give access to a record, and the specific provisions of this Act upon which the refusals to give access were based; and

(c) the fees charged and collected by each department for access to records during the year.

**Annual report of Ombudsman.**
**55** The Ombudsman shall report annually to the Speaker of the assembly on the exercise and performance of the powers, duties and functions of the Ombudsman under this Act, and the Speaker shall cause the report to be laid before the assembly forthwith if the assembly is in session and if the assembly is not in session, within 15 days of the beginning of the next ensuing session.

**Review by committee.**
**56** Within 3 years after the coming into force of this section, such committee of the assembly as the assembly may designate or establish for the purpose shall undertake a comprehensive review of the operation of this Act and shall, within 1 year after the review is undertaken or within such further time as the assembly may allow, submit to the assembly a report on the operation of this Act, including any amendments to the Act which the committee recommends.

**Delegation to access officers.**
**57(1)** The head of a department may by written authorization designate one or more officers or employees of the department to be access officers for the purpose of exercising or performing such powers, duties and functions of the head under this Act as the head may specify in the authorization.

**Effect of delegation.**
**57(2)** Any action or decision of an access officer acting within the scope of the authorization referred to in subsection (1) shall, for purposes of this Act, be conclusively deemed to be the action or decision of the head.

**Contenu du rapport**
**54(2)** Le rapport annuel du ministre désigné doit fournir des indications concernant :

a) le nombre de demandes reçues pendant l'année par chaque ministère;

b) le nombre de demandes de communication d'un document refusées pendant l'année par le responsable de chaque ministère, ainsi que les dispositions précises de la présente loi sur lesquelles les refus de communication ont été fondés; et

c) les droits demandés et perçus pendant l'année par chaque ministère pour la communication de documents.

**Rapport annuel de l'Ombudsman**
**55** L'Ombudsman doit présenter à l'Orateur de l'Assemblée un rapport annuel relatif à l'exercice de ses pouvoirs et fonctions prévus par la présente loi. L'Orateur doit faire déposer immédiatement le rapport devant l'Assemblée, si celle-ci est en session et si l'Assemblée ne siège pas, dans les 15 jours suivant le début de la session suivante.

**Révision par le comité**
**56** Dans les 3 ans après l'entrée en vigueur du présent article, le comité de l'Assemblée que celle-ci désigne ou constitue pour les fins ci-après mentionnées, doit entreprendre une révision détaillée de l'application de la présente loi. Le comité doit, dans un délai d'un an après que la révision soit entreprise ou dans tout délai supplémentaire que l'Assemblée accorde, soumettre à celle-ci un rapport relatif à l'application de la présente loi, y compris les modifications à la Loi qu'il recommande.

**Délégation aux agents d'information**
**57(1)** Le responsable d'un ministère peut, par autorisation écrite, désigner des cadres ou des employés du ministère à titre d'agents d'information afin de remplir, en vertu de la présente loi, ses pouvoirs et ses fonctions qu'il peut préciser dans l'autorisation.

**Effet de la délégation**
**57(2)** Toute action ou décision d'un agent d'information agissant selon la portée de l'autorisation visée au paragraphe (1) est réputée de façon concluante être celle du responsable, pour les besoins de la présente loi.

**Proceedings against Ombudsman prohibited.**
**58** No proceeding lies against the Ombudsman, or any person employed by or acting under the authority of the Ombudsman, for anything done, reported or said in good faith in the exercise or performance, or intended exercise or performance, of the powers, duties and functions of the Ombudsman under this Act.

**Proceedings against government prohibited.**
**59** No proceeding lies against the head of a department, any access officer or other officer or employee of a department, or the government or any department, for

(a) the giving of access in good faith to any record under this Act; or

(b) any consequences which flow from such access; or

(c) the failure to give any notice required under this Act, if reasonable care was taken to give the required notice.

**Obstruction.**
**60** Every person who without lawful justification

(a) willfully obstructs, hinders, or resists any other person in the exercise or performance of that other person's powers, duties or functions under this Act; or

(b) refuses or willfully fails to comply with any lawful request or other requirement of any other person under this Act; or

(c) willfully makes any false statement to, or willfully misleads or attempts to mislead, any other person in the exercise or performance of that other person's powers, duties or functions under this Act;

is guilty of an offence punishable by summary conviction.

**Act inapplicable to certain records.**
**61** This Act does not apply to

(a) any record which is published or available for purchase by the public; or

**Interdiction de procédures contre l'Ombudsman**
**58** Aucune procédure ne doit être intentée contre l'Ombudsman ou contre toute personne employée par celui-ci ou agissant sur son ordre, pour les actes accomplis, les rapports ou comptes rendus établis ou les paroles prononcées de bonne foi dans l'accomplissement effectif ou projeté des pouvoirs et fonctions qui lui sont conférés en vertu de la présente loi.

**Interdiction de procédures contre le gouvernement**
**59** Aucune procédure ne doit être intentée contre le responsable d'un ministère, un agent d'information ou un autre cadre ou employé d'un ministère, le gouvernement ou tout ministère, relativement :

a) à la communication d'un document faite de bonne foi dans le cadre de la présente loi,

b) à toute conséquence qui découle d'une telle communication; ou

c) au défaut de donner les avis prévus par la présente loi, si les personnes mentionnées ci-dessus ont fait preuve de la diligence nécessaire

**Entrave**
**60** Est coupable d'une infraction punissable sur déclaration sommaire de culpabilité toute personne qui, sans justification légale :

a) entrave délibérément l'action de toute autre personne dans l'accomplissement de ses pouvoirs ou fonctions qui lui sont conférés en vertu de la présente loi, ou résiste à une telle action;

b) refuse ou omet délibérément de se soumettre à une requête légale ou à une autre exigence de toute autre personne, lesquelles sont prévues par la présente loi; ou

c) fait délibérément une fausse déclaration à toute autre personne dans l'accomplissement de ses pouvoirs ou fonctions qui lui sont conférés en vertu de la présente loi, ou trompe ou tente de tromper ladite personne.

**Inapplication de la loi à l'égard de certains documents**
**61** La présente loi ne s'applique pas :

a) à un document qui est publié ou mis en vente dans le public;

(b) any record contained in a library or museum solely for purposes of public reference or exhibition; or

(c) a private record placed in the Provincial Archives, the Legislative Library or the Manitoba Museum of Man and Nature by or on behalf of any person or organization other than a department.

**Regulations.**

**62** For the purpose of carrying out the provisions of this Act according to their intent, the Lieutenant Governor in Council may make regulations ancillary thereto and not inconsistent therewith; and every regulation made under, and in accordance with the authority granted by, this section has the force of law; and, without restricting the generality of the foregoing, the Lieutenant Governor in Council may make regulations not inconsistent with this Act

(a) prescribing the forms to be used for applications and complaints;

(b) prescribing the fees payable for access to records;

(c) specifying the procedures to be followed in taking and processing applications within individual departments;

(d) specifying the manner or place in which access to records shall be given within individual departments; and

(e) prescribing such other procedures as may be necessary for the proper administration of this Act.

**Act binding on Crown.**

**63** This Act is binding on Her Majesty in right of Manitoba.

**Other access rights preserved.**

**64(1)** Subject to subsection (4), nothing in this Act or the regulations, including the exemption in section 48, shall be interpreted to restrict or extinguish

(a) any custom or practice; or

(b) any right or privilege, whether created by another Act of the Legislature, a regulation thereunder, or otherwise,

b) à un document qui se trouve dans une bibliothèque ou un musée, uniquement à des fins de référence ou d'exposition pour le public; ou

c) à un document privé qui est déposé aux Archives provinciales, à la bibliothèque de la Législature ou au musée de l'Homme et de la Nature du Manitoba, par ou pour toute personne ou organisation extérieure à un ministère.

**Règlements**

**62** Le lieutenant-gouverneur en conseil peut prendre des règlements d'application compatibles avec la présente loi et conformes à son esprit; ces règlements ont force de loi. Il peut notamment, par règlement :

a) prescrire les formules devant être utilisées relativement aux demandes et aux plaintes;

b) fixer les droits payables pour la communication des documents;

c) déterminer les procédures devant être suivies relativement aux demandes reçues et traitées à l'intérieur de chaque ministère;

d) déterminer les modalités d'exercice de l'accès aux documents ou le lieu de leur consultation, à l'intérieur de chaque ministère, et

e) prescrire toute autre procédure nécessaire pour l'application adéquate de la présente loi.

**La Couronne est liée**

**63** La présente loi lie Sa Majesté du chef du Manitoba.

**Autres droits de communication maintenus**

**64(1)** Sous réserve du paragraphe (4), aucune disposition de la présente loi ou des règlements, y compris l'exemption prévue à l'article 48, ne doit être interprétée de façon à restreindre ou à éteindre :

a) une coutume ou une pratique; ou

b) un droit ou un privilège, qu'il soit créé par une autre loi de la Législature, un règlement pris en vertu de cette loi, ou d'une autre façon,

whereby any person, including a public officer acting in the course or scope of duty, is authorized to gain access to any record, or any group or class of records, in the custody or under the control of a department.

**When access right arises**
**64(2)** Subsection (1) applies regardless of whether the custom, practice, right or privilege arose before, or arises after, the coming into force of this section.

**Access procedures under other Acts**
**64(3)** Without restricting the generality of subsection (1), nothing in this Act or the regulations affects any form, fee or procedure established by or under any other Act of the Legislature, or any regulation thereunder, for gaining access to any record referred to therein.

**Act prevails over Schedules**
**64(4)** Where there is a conflict between this Act and any access provision or access restriction contained in a Schedule prepared and approved under *The Legislative Library Act*, this Act prevails.

**Confidentiality provisions in other enactments**
**65** Every provision in any other Act of the Legislature or any regulation thereunder which restricts or prohibits access by any person to any record in the custody or under the control of a department is subject to this Act, and applies only to the extent that it falls within the exemptions in this Act.

par lequel toute personne, notamment un fonctionnaire agissant dans l'exercice de ses fonctions, est autorisée à obtenir la communication d'un document ou d'un groupe ou d'une catégorie de documents sous la garde ou la responsabilité d'un ministère.

**Droits de communication et application du paragraphe (1)**
**64(2)** Le paragraphe (1) s'applique, que les coutumes, les pratiques, les droits ou les privilèges aient pris naissance avant ou après l'entrée en vigueur du présent article.

**Procédures de communication en vertu d'autres lois**
**64(3)** Sans préjudice de la portée générale du paragraphe (1), aucune disposition de la présente loi ou des règlements ne porte atteinte aux formules, aux droits ou aux procédures, établis en vertu de toute autre loi de la Législature ou des règlements pris sous le régime d'une telle loi, relativement aux dispositions qui se rapportent à la communication d'un document.

**Priorité de la présente loi sur les annexes**
**64(4)** La présente loi prévaut, lorsqu'il y a incompatibilité entre celle-ci et toute disposition ou restriction qui concerne la communication d'un document et qui est contenue dans une annexe préparée et approuvée en vertu de la *Loi sur la bibliothèque de la Législature*.

**Autres dispositions portant sur l'aspect confidentiel**
**65** Toute disposition qui est contenue dans une autre loi de la Législature ou dans les règlements pris sous le régime de cette loi et qui restreint ou interdit la communication à une personne d'un document sous la garde ou la responsabilité d'un ministère est soumise à la présente loi et ne s'applique que dans la mesure où elle est comprise dans les exemptions prévues à la présente loi.

**Other enactments prevail**

**66** Without restricting the generality of subsection 64(1), and notwithstanding section 65, this Act does not apply to the right of access and the procedures for gaining access to records, and the restrictions on access to records, contained in the following provisions:

(a) The Child Welfare Act and any regulations thereunder, and any enactment which may be substituted therefor.

(b) Subsections 63(1) and (2) and section 64 of The Workers Compensation Act.

(c) Sections 31 to 33 of The Vital Statistics Act.

(d) Section 9 of The Statistics Act.

(e) The Securities Act.

S.M. 1988-89, c. 13, s. 12.

**Transfer, storage or destruction**

**67** Nothing in this Act shall be interpreted to prohibit the transfer, storage or destruction of any record in accordance with any other Act of the Legislature or any regulation thereunder.

**Reference in Continuing Consolidation**

**68** This Act may be referred to as chapter F175 of the Continuing Consolidation of the Statutes of Manitoba.

**Commencement of Act**

**69** This Act comes into force on a day fixed by proclamation.

NOTE: This Act was proclaimed in force September 30, 1988. See Manitoba Gazette No. 35, August, 27, 1988, page 1,167.

**Priorité d'autres textes législatifs**

**66** Sans préjudice de la portée générale du paragraphe 64(1) et par dérogation à l'article 65, la présente loi ne s'applique pas aux droits de communication et aux procédures relatives à l'obtention de la communication de documents ainsi qu'aux restrictions qui concernent la communication de documents et qui sont contenues dans les dispositions suivantes :

a) la Loi sur la protection de l'enfance, les règlements pris sous le régime de cette loi et tout texte législatif qui peut être substitué à cette loi;

b) les paragraphes 63(1) et (2) de la Loi sur les accidents du travail ainsi que l'article 64 de cette loi;

c) les articles 31 à 33 de la Loi sur les statistiques de l'état civil;

d) l'article 9 de la Loi sur la statistique;

e) la Loi sur les valeurs mobilières.

L.M. 1988-89, c. 13, art. 12.

**Transfert, conservation ou destruction de documents**

**67** Aucune disposition de la présente loi ne doit être interprétée de façon à interdire le transfert, la conservation ou la destruction d'un document, conformément à toute autre loi de la Législature ou à tout règlement pris sous le régime de cette loi.

**Codification permanente**

**68** La présente loi est le chapitre F175 de la Codification permanente des lois du Manitoba.

**Entrée en vigueur**

**69** La présente loi entre en vigueur à la date fixée par proclamation.

REMARQUE : La présente loi est entrée en vigueur par proclamation le 30 septembre 1988 (voir la Gazette du Manitoba du 27 août 1988 (no 35), à la page 1,167).

The Queen's Printer
for the Province of Manitoba

L'Imprimeur de la Reine
du Manitoba

'ACCESS
TO RECORDS'
REGULATION

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THE FREEDOM OF INFORMATION ACT
(C.C.S.M. c. F175)

## Access to Records Regulation

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Regulation 296/88
Filed August 12, 1988

**Definitions**
1 In this regulation,

"Access Guide" means the Access Guide published under section 50 of the Act; ("Guide d'accès à l'information")

"Act" means The Freedom of Information Act. ("Loi")

**Application**
2(1) Every application shall be made in Form 1 of Schedule A.

2(2) The applicant shall, where possible, submit the application to a departmental office designated in the Access Guide as an office that receives applications.

2(3) A departmental officer or employee who receives an application shall cause the application to be date stamped on the date of receipt.

**Suitable identification**
3 Where the department that receives or responds to an application considers it necessary to verify the identity of the applicant or a third party in order to comply with the exemptions, the department may require the applicant or third party to provide suitable identification.

**Estimate**
4 Where at any time in the course of processing an application, the department that responds to the application reasonably anticipates that a search and preparation fee will be calculated under section 6, the department, before giving the applicant access to any record referred to in the application, shall provide the applicant with a written estimate of the search and preparation fee in Form 2 of Schedule A.

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LOI SUR LA LIBERTÉ D'ACCÈS À L'INFORMATION
(C.P.L.M., c. F175)

## Règlement sur la communication de documents

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Règlement 296/88
Date de dépôt : le 12 août 1988

**Définitions**
1 Les définitions qui suivent s'appliquent au présent règlement.

"Guide d'accès à l'information" Le guide d'accès à l'information publié en application de l'article 50 de la Loi. ("Access Guide")

"Loi" Loi sur la liberté d'accès à l'information. ("Act")

**Demande**
2(1) Toutes les demandes sont rédigées sur la formule 1 de l'annexe A.

2(2) Le requérant présente sa demande, dans la mesure du possible, à un bureau ministériel mentionné à cette fin dans le Guide d'accès à l'information.

2(3) Le cadre ou l'employé d'un ministère qui reçoit une demande fait estampiller la date de réception sur la demande.

**Identification appropriée**
3 Lorsqu'il estime nécessaire de vérifier l'identité du requérant ou d'un tiers pour se conformer aux dispositions sur les exemptions, le ministère qui reçoit une demande ou donne suite à une demande peut exiger du requérant ou du tiers qu'il produise une pièce d'identité appropriée.

**Estimation**
4 Le ministère qui donne suite à une demande et qui prévoit de façon raisonnable qu'un droit de recherche et de préparation sera exigible en vertu de l'article 6 fournit au requérant, avant de lui communiquer les documents visés par la demande, une estimation écrite du droit de recherche et de préparation rédigée sur la formule 2 de l'annexe A.

**Payment of estimated fee**
5 After receiving an estimate under section 4, an applicant who wishes to proceed with the application shall
(a) complete the appropriate parts of the estimate form and return the form to the department that provided the estimate; and
(b) pay the estimated search and preparation fee to the department.

**Search and preparation fee**
6(1) Where the department that responds to an application requires more than two hours to search for the record or records referred to in the application and prepare it or them for access by the applicant, the applicant shall pay to the department a search and preparation fee calculated at the rate of $10. for each additional half hour required, rounded down to the nearest half hour.

6(2) When calculating search and preparation time for the purposes of this regulation, a department shall include time spent in severing any relevant record under subsection 12(1) of the Act, but the department shall not include
(a) time spent by any department in relation to the forwarding or transferring of the application under section 9 of the Act;
(b) time spent in preparing an estimate under section 4;
(c) time spent in reviewing any relevant record for exemptions, prior to the actual severing of the record;
(d) if the applicant wants and is entitled to obtain a copy of any relevant record, time spent in copying the record; and
(e) time spent in preparing an explanation or interpretation of any relevant record under subsection 12(2) of the Act.

6(3) Where in responding to an application, a department reasonably incurs computer programming or electronic data processing costs payable to another department or to a person or agency outside the government, the search and preparation fee payable by the applicant shall include the actual costs incurred by the department for the computer programming or electronic data processing.

**Estimate binding**
7(1) Notwithstanding section 6, an estimate provided under section 4 is binding on the department, and where the actual search and preparation fee calculated under section 6 is greater than the estimated search and preparation fee paid by the applicant under section 5, the applicant is not required to pay the difference to the department.

7(2) Where the actual search and preparation fee calculated under section 6 is less than the estimated search and preparation fee paid by the applicant under section 5, the department that responds to the application shall cause the difference to be refunded to the applicant.

**Paiement du droit prévu**
5 S'il désire que l'on donne suite à sa demande, le requérant qui reçoit une estimation visée à l'article 4 :
a) complète la formule d'estimation et la renvoie au ministère qui a fourni l'estimation;
b) paie au ministère le droit de recherche et de préparation prévu.

**Droit de recherche et de préparation**
6(1) Lorsque le ministère qui donne suite à une demande consacre plus de deux heures à la recherche et à la préparation des documents visés par la demande, le requérant paie au ministère un droit de recherche et de préparation de 10 $ pour chaque demi-heure additionnelle nécessaire, le nombre de demi-heures étant arrondi à la demi-heure inférieure.

6(2) Le ministère qui calcule le temps de recherche et de préparation pour l'application du présent règlement calcule le temps consacré à l'extraction des renseignements pertinents visés au paragraphe 12(1) de la Loi, mais il ne calcule pas :
a) le temps consacré par un ministère à l'envoi ou à la transmission de la demande prévus à l'article 9 de la Loi;
b) le temps consacré au calcul de l'estimation prévue à l'article 4;
c) le temps consacré à l'examen permettant de déterminer, avant l'extraction des renseignements non privilégiés du document, si un document pertinent est visé par une exemption;
d) le temps consacré à la préparation de la copie de tout document pertinent que le requérant a demandé et est autorisé à obtenir;
e) le temps consacré à la préparation d'une explication ou d'une interprétation visée au paragraphe 12(2) de la Loi.

6(3) Le droit de recherche et de préparation payable par le requérant comprend, s'il y a lieu, les frais réels et normaux engagés au chapitre de la programmation ou du traitement électronique de données par le ministère qui donne suite à la demande et payables à un autre ministère ou à une personne ou à une agence extérieure au gouvernement.

**Caractère obligatoire de l'estimation**
7(1) Indépendamment de l'article 6, le ministère est lié par l'estimation qu'il fournit en application de l'article 4; lorsque le droit réel de recherche et de préparation calculé en application de l'article 6 est plus élevé que le droit prévu payé par le requérant conformément à l'article 5, le requérant n'est pas tenu de payer la différence au ministère.

7(2) Lorsque le droit réel de recherche et de préparation calculé en application de l'article 6 est moins élevé que le droit prévu payé par le requérant conformément à l'article 5, le ministère qui donne suite à la demande voit à ce que la différence soit remboursée au requérant.

**Where access denied**
8 Notwithstanding anything in this regulation, an applicant who is lawfully denied access to every record referred to in the application is not required to pay a search and preparation fee in respect of the application, and any department that has collected an estimated search and preparation fee from the applicant in respect of the application shall cause the amount of the fee to be refunded to the applicant.

**Obtaining copy**
9 Where an applicant wants and is entitled to obtain a copy of a record, the copy shall be made or provided by an officer or employee of the department that is responding to the application.

**Copying fee**
10(1) Subject to subsections (2) and (3), an applicant who wants and is entitled to obtain a copy of a record shall pay to the department that responds to the application, in addition to the search and preparation fee, a copying fee as set out in Schedule B.

10(2) Where an applicant who is otherwise entitled to obtain a copy of a record wants a copy of a different size than is listed in Schedule B or a type of copy that is not listed in Schedule B, the department that responds to the application shall, where possible, prepare the copy or cause it to be prepared, and the applicant shall pay to the department, in addition to the search and preparation fee, the actual cost incurred by the department for preparation of the copy.

10(3) Where, in relation to any application, the applicant wants and is entitled to obtain 20 or fewer pages of photocopying from a standard office copying machine, the department that responds to the application shall not charge the applicant a copying fee for providing the pages; but where the applicant wants and is entitled to obtain more than 20 such pages, he or she shall pay for each page at the rate prescribed in Schedule B.

**Departmental records, indices, etc.**
11(1) Notwithstanding anything in this regulation, no department shall charge a search and preparation fee for giving access to the Access Guide, a departmental records index, or any similar record primarily used to identify, describe or locate other records in the custody or under the control of the department.

11(2) Where an applicant wants to obtain a copy of a record referred to in subsection (1), a copying fee under section 10 shall be charged.

**Procedures for payment**
12(1) A fee payment made by cheque or money order in respect of an application shall be made payable
(a) if the payment is made to an incorporated Crown agency, to the agency; or
(b) in any other case, to the Minister of Finance.

**Communication refusée**
8 Indépendamment de toute autre disposition du présent règlement, si la communication de tous les documents visés par la demande est légitimement refusée au requérant, ce dernier n'est pas tenu de payer un droit de recherche et de préparation, et le ministère qui a perçu le droit de recherche et de préparation prévu voit à ce que le montant du droit soit remboursé au requérant.

**Obtention d'une copie**
9 Lorsqu'un requérant demande une copie d'un document qu'il est autorisé à obtenir, la copie est faite et fournie par un cadre ou un employé du ministère qui donne suite à la demande.

**Droit de copie**
10(1) Sous réserve des paragraphes (2) et (3), le requérant qui demande une copie d'un document qu'il est autorisé à obtenir paie au ministère qui donne suite à la demande, en plus du droit de recherche et de préparation, le droit de copie prévu à l'annexe B.

10(2) Lorsqu'un requérant autorisé à obtenir une copie d'un document demande une copie d'un format différent de celui prévu à l'annexe B ou une copie d'un type non prévu à l'annexe B, le ministère qui donne suite à la demande prépare ou fait préparer la copie si cela est possible, et le requérant paie au ministère, en plus du droit de recherche et de préparation, les frais réellement engagés par le ministère pour la préparation de la copie.

10(3) Le ministère qui donne suite à la demande ne fait pas payer de droit de copie au requérant qui demande au plus 20 pages photocopiées au moyen d'une photocopieuse de bureau et qui est autorisé à obtenir ces pages; le requérant qui demande plus de 20 pages paie pour chaque page le droit prévu à l'annexe B.

**Consultation du Guide d'accès à l'information**
11(1) Indépendamment de toute autre disposition du présent règlement, un ministère ne peut exiger de droit de recherche et de préparation pour la communication du Guide d'accès à l'information, de l'index des documents d'un ministère ou de tout autre document semblable servant principalement à l'identification, à la description ou à la localisation d'autres documents sous la garde du ministère.

11(2) Le requérant qui désire obtenir une copie d'un document visé au paragraphe (1) paie le droit de copie prévu à l'article 10.

**Modalités de paiement**
12(1) Le paiement d'un droit par chèque ou par mandat est fait à l'ordre :
a) de l'organisme de la Couronne visé si le paiement est fait à un organisme de la Couronne constitué en personne morale;
b) du ministre des Finances dans tous les autres cas.

12(2) Where an applicant pays a fee in cash or by money order in respect of the application, the department that collects the fee shall issue a receipt for the payment to the applicant.

**Complaints**
13 Every complaint shall be made in Form 3 of Schedule A.

**Commencement of regulation**
14 This regulation comes into force on the day that the Act comes into force.

12(2) Le ministère qui perçoit le droit délivre un reçu au requérant qui acquitte un droit en espèces ou par mandat.

**Plaintes**
13 Les plaintes sont rédigées sur la formule 3 de l'annexe A.

**Entrée en vigueur**
14 Le présent règlement entre en vigueur le jour de l'entrée en vigueur de la Loi.

FORM/FORMULE 1

SCHEDULE A/ANNEXE A

**Manitoba**

## Application for Access
Under The Freedom of Information Act

## Demande de communication
présentée en vertu de la Loi sur la
liberté d'accès à l'information

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Please type or write as clearly as possible. Make only ONE request on each form. Use the ACCESS GUIDE to help you identify the most probable location of the record or records. The Guide is available in most government offices and public libraries.

Taper ou écrite le plus lisiblement possible. Ne faire qu'UNE seule demande par formule. Utiliser le GUIDE D'ACCÈS À L'INFORMATION pour trouver l'emplacement le plus probable des documents. Le Guide peut être consulté dans la plupart des bureaux du gouvernement et des bibliothèque publiques.

For Departmental Use/
Espace réservé au ministère

Received/Date de réception

No./Nº

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What record or records do you wish to have access to?/Quels documents sont visés par la demande de communication?

If you are able to identify in the ACCESS GUIDE the records which may bear the information you are looking for, please provide the GUIDE numbers in these boxes. Si les documents pouvant contenir les renseignements recherchés peuvent être identifiés dans LE GUIDE D'ACCÈS À L'INFORMATION, inscrire le numéro des documents dans les cases qui suivent :

| | | |
|---|---|---|
| | | |
| | | |

Please identify yourself/
Identité du requérant

Daytime Telephone/Nº de téléphone (jour)

Name/Nom

Address/Adresse

Postal Code/Code postal

I understand I may be asked to pay certain costs as prescribed by regulation before gaining access to the record or records described above./Je sais que certains frais prescrits par règlement peuvent m'être demandés avant la communication des documents désignés ci-dessus.

Signature/Signature

Date/Date

Please send or take this form to the department, government agency or Crown corporation most likely to have the records you wish to examine or copy. Where possible, submit the application to a departmental office designated in the Access Guide as an office that receives applications.

You may file a complaint with the Manitoba Ombudsman on the prescribed complaint form in the event that the government does not respond in a manner authorized by **The Freedom of Information Act** within 30 days of receipt of this application.

Envoyer ou remettre la présente formule au ministère, à l'organisme gouvernemental ou à la corporation de la Couronne le plus susceptible d'avoir les documents recherchés. Si possible, présenter la demande à un bureau ministériel inscrit dans le Guide d'accès à l'information comme étant un bureau pouvant recevoir des demandes.

Une plainte peut être déposée auprès de l'Ombudsman du Manitoba si le gouvernement ne donne pas suite à la présente demande, d'une manière autorisée par la **Loi sur la liberté d'accès à l'information**, dans les 30 jours de sa réception.

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Send Top Copy/Retournez la première copie. Retain other copy for your records./Conservez l'autre copie pour vos dossiers personnels.

PS 1-101 [illegible]

FORM/FORMULE 2

## Estimate of Costs
Under The Freedom of Information Act

## Estimation des frais
fournie en vertu de la Loi sur la liberté d'accès à l'information

Manitoba

In accordance with the Access to Records Regulation, under **The Freedom of Information Act**, you are being advised by this estimate that there is a search and preparation fee for responding to your application for access to records.

Conformément au Règlement sur la communication de documents, pris en application de la **Loi sur la liberté d'accès à l'information**, vous êtes par la présente avisé qu'un droit de recherche et de préparation doit être acquitté pour qu'il soit donné suite à votre demande de communication de documents.

### Search and Preparation Fee

It is estimated that to respond fully to your application for access to records received by the government on ______________, payment is required for search and preparation time at the rate for time in excess of 2 hours as prescribed in **subsection 6(1)** and at actual cost for use of computer-related time as prescribed in **subsection 6(3)** of the Regulation.

☐ Your Application No / N° de demande

### Droit de recherche et de préparation

Pour que le gouvernement puisse donner suite à votre demande de communication de documents reçue le ______________, un droit de recherche et de préparation doit être acquitté; le droit est calculé en fonction du temps consacré en sus de deux heures, selon les modalités prévues au **paragraphe 6(1)**, et en fonction des frais réels prévus pour l'utilisation de services d'informatique au **paragraphe 6(3)** du Règlement.

The costs are as follows:/Le droit est calculé de la façon suivante :

**Excess time at the rate of $10.00 per half hour/Temps additionnel au taux de 10 $ la demi-heure**

No. of hours/Nombre d'heures ________ Estimated cost/Frais prévus $ ____________

**Computer-related time/Temps d'utilisation de services d'informatique**

For computer programming at/Programmation à ________ per hour/l'heure $ ____________

No. of hours/Nombre d'heures ________ Estimated cost/Frais prévus $ ____________

For electronic data processing at/Traitement électronique de données à per hour/l'heure $ ____________

No. of hours/Nombre d'heures ________ Estimated cost/Frais prévus $ ____________

**Total Estimated Cost/Droit total prévu** $ ____________

There are **additional** charges for copying. For rates, see attached list. / Un droit additionnel de copie est exigible (consultez la liste des taux ci-jointe)

To indicate your willingness to proceed (or not) on the above basis, please sign and return the top copy with a cheque or money order for the total estimated cost, to the address provided below. Payment should be made payable to

Si vous désirez que l'on donne (ne donne pas) suite à votre demande, veuillez signer et retourner la première copie, accompagnée d'un chèque ou d'un mandat du montant du droit total prévu, à l'adresse indiquée ci-dessous. Le paiement doit être fait à l'ordre de

______________________________ ________

We shall notify you when the records are ready /Vous serez avisé une fois que les documents seront prêts

Signed on behalf of/Pour ____________________________________________

(Department, Agency, Corporation) / (ministère, organisme ou corporation)

Address/Adresse

| |
|---|
| Access Officer/Agent d'information |
| Telephone<br>N° de téléphone |
| Date |

I would (would not) like you to proceed with search and preparation. I have (have not) enclosed payment for $ ____________________

J'aimerais que vous donniez (ne donniez pas) suite à ma demande. Vous trouverez (ne trouverez pas) ci-joint un paiement de $

Signature/Signature ____________________

Date/Date ____________________

**Return top copy./Retournez la première copie. Retain other copy for your records./Conservez l'autre copie pour vos dossiers personnels.**

PS-1-192 8940101189

FORM/FORMULE 3

## Complaint
Under The Freedom of Information Act

## Plainte
déposée en vertu de la Loi sur la liberté d'accès à l'information

Manitoba

---

Please type or write as clearly as possible. Do not refer to more than one application on each complaint form.

For Ombudsman's Use/ Espace réservé à l'Ombudsman

No /N°

Taper ou écrire le plus lisiblement possible. Chaque plainte ne doit porter que sur une demande.

---

| **Reason for Complaint** | Check boxes/ Cocher la case appropriée | **Motif de la plainte** |
|---|---|---|
| I have not received a reply to my application. It has been ........................ days since I applied. | ☐ | Je n'ai reçu aucune réponse relativement à ma demande. Cela fait ........................ jours que j'ai présenté ma demande. |
| I have received notice that the government wishes to extend the 30-day response time, but I contest the need for an extension. | ☐ | J'ai été avisé que le gouvernement désire prolonger le délai de 30 jours prévu pour donner suite à la demande, mais je conteste le besoin d'une telle prolongation. |
| I have been refused access to all or part of the record or records for which I applied. | ☐ | La communication des documents visés par ma demande ou d'une partie des documents m'a été refusée. |
| I wish to register a complaint relating to the adequacy and availability of the **Access Guide**. | ☐ | Je désire déposer une plainte au sujet de la pertinence et de la disponibilité du **Guide d'accès à l'information**. |

### Details of the Complaint/Détails de la plainte

| | | |
|---|---|---|
| Department Name/Nom du ministère | Date of Application/Date de la demande | Application No./N° de la demande |

Please explain carefully the particulars of your complaint. You may wish to attach supporting documentation. Use additional pages as required.

Expliquer soigneusement la nature de la plainte. Des pièces justificatives peuvent être utilisées au besoin.

Please identify yourself/Identité du plaignant

| | |
|---|---|
| Name/<br>Nom | Daytime Telephone/N° de téléphone (jour) |
| Address/<br>Adresse | |
| | Postal Code/<br>Code postal |
| Signature/Signature | Date/Date |

**Send this form to:**

**Manitoba Ombudsman**
**750 — 500 Portage Avenue**
**Winnipeg, Manitoba**
**R3C 3X1**

**Envoyer la plainte à :**

**Ombudsman du Manitoba**
**500, avenue Portage**
**Bureau 750**
**Winnipeg (Manitoba)**
**R3C 3X1**

PS-F-193 8960101197

## SCHEDULE B

## COPYING FEES
(Section 10)

## ANNEXE B

## DROITS DE COPIE
(Article 10)

| Type of Copy | Fee | Type de copie | Droit |
|---|---|---|---|
| Paper | | Imprimé | |
| Photocopy (standard office copying machine) | $ .15 per page for 21 or more pages | Photocopie (photocopieuse de bureau) | 15 ¢ la page pour 21 pages ou plus |
| Paper printout from a computer | .15 per page | Imprimé mécanographique | 15 ¢ la page |
| Paper copy from microfilm | .50 per page | Copie imprimée de microfilm | 50 ¢ la page |
| Print from existing photograph negative: | | Copie d'un négatif de photographie : | |
| 5 inches by 7 inches | 3.75 each | 5 po sur 7 po | 3,75 $ chacune |
| 8 inches by 10 inches | 4.45 each | 8 po sur 10 po | 4,45 $ chacune |
| 11 inches by 14 inches | 9.45 each | 11 po sur 14 po | 9,45 $ chacune |
| Photographic print of any textual, graphic or cartographic record (8 inches by 10 inches black and white) | 12.50 each | Imprimé photographique d'un texte, d'un graphique, d'une carte ou d'un plan (8 po sur 10 po en noir et blanc) | 12,50 $ chacun |
| Film | | Film | |
| Black and white negative image | 6.75 each | Image négative en noir et blanc | 6,75 $ chacune |
| 35 millimetre slide duplicate | .95 each | Double d'une diapositive de 35 mm | 95 ¢ chacun |
| Microfilm duplicate rolls (positive): | | Double de microfilm en rouleau (image positive) : | |
| 35 millimetre | 10.00 per roll | 35 mm | 10 $ le rouleau |
| 16 millimetre | 5.50 per roll | 16 mm | 5,50 $ le rouleau |
| Electronic | | Support électronique | |
| Floppy disk (diskette) duplicate | 7.50 per disk | Double de disque souple (disquette) | 7,50 $ le disque |
| Audio cassette (90 minutes) duplicate | 15.00 per tape | Double de cassette sonore (90 min.) | 15 $ la bande |
| Video cassette (1/2 inch) duplicate | 30.00 per hour | Double de vidéocassette (un demi-pouce) | 30 $ l'heure |

Queen's Printer for
the Province of Manitoba

L'Imprimeur de la Reine
du Manitoba

FORMS

FORM FORMULE 1

# Application for Access
Under The Freedom of Information Act

# Demande de communication
présentée en vertu de la Loi sur la
liberté d'accès à l'information

Manitoba

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Please type or write as clearly as possible. Make only ONE request on each form. Use the ACCESS GUIDE to help you identify the most probable location of the record or records. The Guide is available in most government offices and public libraries.

Taper ou écrire le plus lisiblement possible. Ne faire qu'UNE seule demande par formule. Utiliser le GUIDE D'ACCÈS À L'INFORMATION pour trouver l'emplacement le plus probable des documents. Le Guide peut être consulté dans la plupart des bureaux du gouvernement et des bibliothèque publiques.

For Departmental Use
Espace réservé au ministère

Received Date de réception

No. N°

---

What record or records do you wish to have access to? Quels documents sont visés par la demande de communication?

If you are able to identify in the ACCESS GUIDE the records which may bear the information you are looking for, please provide the GUIDE numbers in these boxes. Si les documents pouvant contenir les renseignements recherchés peuvent être identifiés dans LE GUIDE D'ACCÈS À L'INFORMATION, inscrire le numéro des documents dans les cases qui suivent.

| | | |
|---|---|---|
| | | |
| | | |

---

Please identify yourself
Identité du requérant

Daytime Telephone No. No de téléphone (jour)

Name Nom

Address Adresse

Postal Code Code postal

I understand I may be asked to pay certain costs as prescribed by regulation before gaining access to the record or records described above. Je sais que certains frais prescrits par règlement peuvent m'être demandés avant la communication des documents désignés ci-dessus.

Signature Signature

Date Date

---

Please send or take this form to the department, government agency or Crown corporation most likely to have the records you wish to examine or copy. Where possible, submit the application to a departmental office designated in the Access Guide as an office that receives applications.

You may file a complaint with the Manitoba Ombudsman on the prescribed complaint form in the event that the government does not respond in a manner authorized by **The Freedom of Information Act** within 30 days of receipt of this application.

Envoyer ou remettre la présente formule au ministère, à l'organisme gouvernemental ou à la corporation de la Couronne le plus susceptible d'avoir les documents recherchés. Si possible, présenter la demande à un bureau ministériel inscrit dans le Guide d'accès à l'information comme étant un bureau pouvant recevoir des demandes.

Une plainte peut être déposée auprès de l'Ombudsman du Manitoba si le gouvernement ne donne pas suite à la présente demande, d'une manière autorisée par la **Loi sur la liberté d'accès à l'information**, dans les 30 jours de sa réception.

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**Send Top Copy. Retournez la première copie. Retain other copy for your records. Conservez l'autre copie pour vos dossiers personnels.**

[illegible]

FORM/FORMULE 2

# Estimate of Costs
Under The Freedom of Information Act

# Estimation des frais
fournie en vertu de la Loi sur la liberté d'accès à l'information

Manitoba

In accordance with the Access to Records Regulation, under **The Freedom of Information Act**, you are being advised by this estimate that there is a search and preparation fee for responding to your application for access to records.

Conformément au Règlement sur la communication de documents, pris en application de la **Loi sur la liberté d'accès à l'information**, vous êtes par le présente avisé qu'un droit de recherche et de préparation doit être acquitté pour qu'il soit donné suite à votre demande de communication de documents.

## Search and Preparation Fee

It is estimated that to respond fully to your application for access to records received by the government on ______________________ payment is required for search and preparation time at the rate for time in excess of 2 hours as prescribed in **subsection 6(1)** and at actual cost for use of computer-related time as prescribed in **subsection 6(3)** of the Regulation.

☐ Your Application No. / N° de demande

## Droit de recherche et de préparation

Pour que le gouvernement puisse donner suite à votre demande de communication de documents reçue le ______________________ , un droit de recherche et de préparation doit être acquitté; le droit est calculé en fonction du temps consacré en sus de deux heures, selon les modalités prévues au **paragraphe 6(1)**, et en fonction des frais réels prévus pour l'utilisation de services d'informatique au **paragraphe 6(3)** du Règlement.

The costs are as follows:/Le droit est calculé de la façon suivante:

**Excess time at the rate of $10.00 per half hour/Temps additionnel au taux de 10 $ la demi-heure**

No. of hours/Nombre d'heures ________ Estimated cost/Frais prévus $ ______________

**Computer-related time/Temps d'utilisation de services d'informatique**

For computer programming at/Programmation à ________ per hour/l'heure $ ______________

No. of hours/Nombre d'heures ________ Estimated cost/Frais prévus $ ______________

For electronic data processing at/Traitement électronique de données à ________ per hour/l'heure $ ______________

No. of hours/Nombre d'heures ________ Estimated cost/Frais prévus $ ______________

**Total Estimated Cost/Droit total prévu** $ ______________

There are **additional** charges for copying. For rates, see attached list. / Un droit additionnel de copie est exigible (consultez la liste des taux ci-jointe).

To indicate your willingness to proceed (or not) on the above basis, please sign and return the top copy with a cheque or money order for the total estimated cost, to the address provided below. Payment should be made payable to

Si vous désirez que l'on donne (ne donne pas) suite à votre demande, veuillez signer et retourner la première copie, accompagnée d'un chèque ou d'un mandat du montant du droit total prévu, à l'adresse indiquée ci-dessous. Le paiement doit être fait à l'ordre de

______________________________

We shall notify you when the records are ready./Vous serez avisé une fois que les documents seront prêts.

Signed on behalf of/Pour ______________________________
(Department, Agency, Corporation) / (Ministère, organisme ou corporation)

Address/Adresse

| |
|---|
| Access Officer/Agent d'information |
| Telephone<br>N° de téléphone |
| Date |

I would (would not) like you to proceed with search and preparation. I have (have not) enclosed payment for $ ______________________

J'aimerais que vous donniez (ne donniez pas) suite à ma demande. Vous trouverez (ne trouverez pas) ci-joint un paiement de $

Signature/Signature ______________________

Date/Date ______________________

**Return top copy./Retournez la première copie. Retain other copy for your records./Conservez l'autre copie pour vos dossiers personnels.**

[illegible]

FORM / FORMULE 3

# Complaint
Under The Freedom of Information Act

# Plainte
déposée en vertu de la Loi sur la liberté d'accès à l'information

Manitoba

---

Please type or write as clearly as possible. Do not refer to more than one application on each complaint form.

For Ombudsman's Use
Espace réservé à l'Ombudsman

| |
|---|
| No. N° |

Taper ou écrire le plus lisiblement possible. Chaque plainte ne doit porter que sur une demande.

---

Check (tick) / Cocher la case appropriée

| Reason for Complaint | | Motif de la plainte |
|---|---|---|
| I have not received a reply to my application. It has been .............................. days since I applied. | ☐ | Je n'ai reçu aucune réponse relativement à ma demande. Cela fait .............................. jours que j'ai présenté ma demande. |
| I have received notice that the government wishes to extend the 30-day response time, but I contest the need for an extension. | ☐ | J'ai été avisé que le gouvernement désire prolonger le délai de 30 jours prévu pour donner suite à la demande, mais je conteste le besoin d'une telle prolongation. |
| I have been refused access to all or part of the record or records for which I applied. | ☐ | La communication des documents visés par ma demande ou d'une partie des documents m'a été refusée. |
| I wish to register a complaint relating to the adequacy and availability of the **Access Guide**. | ☐ | Je désire déposer une plainte au sujet de la pertinence et de la disponibilité du **Guide d'accès à l'information**. |

## Details of the Complaint/Détails de la plainte

| | | |
|---|---|---|
| Department Name/Nom du ministère | Date of Application/Date de la demande | Application No./N° de la demande |

Please explain carefully the particulars of your complaint. You may wish to attach supporting documentation. Use additional pages as required.

Expliquer soigneusement la nature de la plainte. Des pièces justificatives peuvent être utilisées au besoin.

Please identify yourself/Identité du plaignant

| | |
|---|---|
| Name<br>Nom | Daytime Telephone/N° de téléphone (jour) |
| Address<br>Adresse | |
| | Postal Code<br>Code postal |
| Signature/Signature | Date/Date |

**Send this form to:**

**Manitoba Ombudsman**
**750 — 500 Portage Avenue**
**Winnipeg, Manitoba**
**R3C 3X1**

**Envoyer la plainte à :**

**Ombudsman du Manitoba**
**500, avenue Portage**
**Bureau 750**
**Winnipeg (Manitoba)**
**R3C 3X1**

[illegible]